



## **FINANCE OFFICER**

### **DEFINITION**

To plan, organize and manage all fiscal operations of the City; provide a framework for financial planning and analysis to support the operation and management of all City departments and manage the Accounting and Purchasing Divisions.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Director of Administrative Services. Position exercises direct and indirect supervision of professional, technical, and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

**EXAMPLES OF DUTIES:** The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize and manage the financial activities of the City, including accounting, treasury management, revenue and licensing, capital management, redevelopment finance, purchasing and related support services. Administer the City's operating and capital budgets, analyze revenue sources/projections, expenditure patterns, services delivery alternatives and economic forecasts. Participate in investment strategies; identify debt financing needs and approve investment transactions; coordinate and conduct municipal and assessment district bond sales; and maintain all bond administration and accounting. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards, including internal control policies and procedures, cost allocation plans and financial audits. Oversee fiscal service delivery to various City Departments/Agencies, including maintenance of fiscal records, preparation of monthly/annual financial statements, development of budgets, and/or financial analysis and presentations to Council and Boards. Provide technical and professional advice and recommendations related to levels of service in the Department and other related matters; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Regular and consistent attendance.

### **OTHER JOB FUNCTIONS**

Identify, establish and execute Department plans and policies. Participate in the implementation of department and inter-departmental systems, programs, or processes. Prepare and manage the preparation of various financial and statistical reports including investment reports to the City Council, state and federal reports, and expenditure and tax receipt reports. Oversee internal and external financial reporting and audit requirements. Oversee the City's purchasing and warehousing program,

including ensuring compliance by all City departments with purchasing requirements. Serve as City Treasurer; serve as Acting Director of Administrative Services as needed. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Comprehensive knowledge of municipal finance, accounting, budgeting, taxation/revenue forecasting, purchasing, treasury principles and techniques. Techniques utilized to administer public financing including certificates of participation, bonds, lease/purchases, assessment districts, etc. Laws regulating the financial administration of City government including the powers and responsibilities of a City Treasurer. Efficiently operate a financial software package and personal computer.

### **Skill to:**

Analyze accounts, financial feasibility of projects and proposed programs; prepare complete and accurate reports and financial statements. Communicate clearly and concisely, in both oral and written form. Establish and maintain effective work relationships with those contacted in the performance of required duties. Research, analyze, and implement federal, state, and local rules and regulations.

### **Ability to:**

Use financial, technological and staff resources effectively for the planning, programming, and promoting of services. Plan and manage the maintenance of the complete City financial records, analyze and interpret accounting records and data, develop and implement new and improved financial management systems; set priorities, work well under pressure and meet deadlines. Prepare informative financial reports; evaluate financial systems and formulate and install accounting procedures, forms, and records; analyze situations quickly and objectively in order to determine proper and timely course of action. Plan and supervise the work of employees.

### **Minimum Education and Experience:**

#### **Education:**

Bachelor's Degree from an accredited college or university with major work in Accounting, Finance, Public or Business Administration, or a closely related field is required. A Master's Degree in Public or Business Administration or related field is preferred.

#### **Experience:**

Five years of increasingly responsible experience in governmental and/or financial management including accounting, budgeting and financial analysis or closely related field; at least two years of responsible administrative/management experience in a supervisory capacity. Government experience is highly desirable.

#### **License or Certificate:**

Possession of a valid California Driver's License, required upon hire.