

JOB DESCRIPTION

City of Patterson



Human Resources

FINANCE DIRECTOR

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under Administrative direction of the City Manager, plan, direct, manage and oversee the activities and operations of the Finance Department including financial planning, payroll, budgeting, accounting and auditing, property management, treasury, cash management, license administration, purchasing, utility billing, and management information systems; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Assume full management responsibility for all Finance Department services and activities including budgeting, general accounting, auditing, payroll processing, utility billing, business licenses, grant administration, and city wide management information systems. Coordinate the City's investment portfolio as authorized.

Manage the development and implementation of the Finance Department goals, objectives, policies, and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly for the Finance Department.

Plan, direct and coordinate, through subordinate personnel, the Finance Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes for the Finance Department.

Select, train, motivate and evaluate professional, technical and clerical Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the Finance Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Oversee utility billing and collection; research and resolve billing concerns and issues; develop and implement utility billing policies and procedures.

Manage City purchasing functions; monitor purchase of capital equipment; maintain account of the City's fixed assets, including calculation of depreciation, tracking, inventory and disposition of assets.

Direct business license administration; develop and implement policies and procedures.

Conduct a variety of Finance Department organizational studies, investigations, and operational studies; recommend modifications to accounting programs, policies and procedures as appropriate.

Review and recommend modifications to laws pertaining to municipal government finance and taxation.

Direct the preparation of financial reports, analyses and audits.

Ensure compliance with City, State and Federal policies, procedures, and regulations pertaining to fiscal management and investment planning.

Represent the Finance Department to other City departments, elected officials and outside agencies; coordinate Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager, participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of financial management.

Respond and resolve difficult and sensitive citizen inquiries and complaints.

Coordinate City's Management Information System (MIS).

Remain current on technology advancement as they pertain to computer systems within the public sector.

Prepare and deliver reports to the City Council as directed by the City Manager.

Perform related duties and responsibilities as required.

MIMIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive financial management and investment planning program.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of governmental accounting and the regulations governing the reporting of municipal government financial activities.

Principles and practices of accounting, financial planning, investment planning, internal auditing, and budgeting systems.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local taxation laws, codes and regulations.

Modern office procedures, methods and computer equipment.

Accounting software programs.

Complex mathematical and accounting principles.

Ability to:

Plan, organize, direct and coordinate the work of subordinate staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the department.

Perform and supervise complex financial research.

Identify and respond to community and City Council issues, concerns and needs.

Develop and administer departmental goals, objectives, and procedures.

Prepare and present clear and concise administrative and financial reports pertaining to governmental financial activities and planning.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Receiving feedback and input

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Prioritizing of projects and services

Education: Bachelors degree from an accredited college or university with major course work in finance, accounting, business or public administration or related field.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in financial management accounting, or a related field, preferably in the public sector including three years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or the ability to obtain and maintain a Class “C” and/or appropriate valid California Drivers License at the time of appointment.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries and other staff.

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.