



August 2017  
FLSA: EXEMPT; AT-WILL

## FINANCE DIRECTOR

### DEFINITION

Under administrative direction of the City Administrator, plans, organizes, manages, continuously improves, develops, implements, directs, evaluates, and supervises the accounting, finance, treasury, utility billing, purchasing and business licensing operations of the City; assists in administrative and leadership roles on special assignments and projects. This position is “at will” and serves at the discretion of the City Administrator and City Council.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Administrator. May exercise general supervision over assigned staff or projects.

### CLASS CHARACTERISTICS

The single-position classification that is responsible for all activities of the Finance Department. Incumbents perform a variety of complex accounting, project coordination, and management support work for the City Administrator and City Council. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, strong and effective communication skills, and the ability to manage independent projects. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Finance Department and all assigned staff.
- Provides for the training and tracks work evaluation of department staff; provides policy and procedural guidance and interpretation to staff.
- Attends Exeter City Council meetings and prepares staff reports, presentations, resolutions, notices of public hearing and ordinances.
- Assumes full management responsibility for all finance services and activities, including finance, treasury, utility billing, purchasing and business licensing operations and other assigned operations.
- Participates on the City’s management team; assists in decision making and policy advice to the City Administrator and Department Heads by providing an adequate foundation of information regarding significant events and issues.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, attending meetings, preparing timesheets, tracking time-off requests for payroll, and serving on various task forces and committees.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.

- Clarifies, interprets, ensures compliance with, and suggests changes to Personnel Rules and Regulations, City policies and procedures, Memoranda of Understanding (MOU), and other pertinent rules and regulations.
- Plans, organizes, and supervises the financial activities of the City, working closely with the City Administrator and City Council.
- Keeps the City Administrator and City Council at all times fully advised as to the financial conditions and needs of the City.
- Prepares, supervises and monitors the administration of the approved annual budget.
- Establishes and maintains accounting policies, procedures and records.
- Assists in establishing and maintaining a sound investment program.
- Researches, develops and administers or coordinates special projects.
- Supervises the collection of all city charges, fees, and taxes.
- Supervises and/or assists with payroll, accounts receivable and payable, utility billing, business license and other finance/accounting activities.
- Gathers information and makes recommendation concerning departmental activities and policies.
- Serves as grant representative, administering and monitoring activity, reports, disbursements, receipts, and spreadsheets, in close coordination with servicing contractor Self Help Enterprises and/or others.
- Oversees the purchasing of materials, supplies and equipment for City operations.
- Responds to requests for information from staff, elected officials, and the public.
- Responsible for deposit in the treasury of all City monies.
- Recruits, hires, evaluates, trains, supervises, and disciplines as necessary assigned staff.
- Conducts internal audits, and coordinates outside audits, to insure accountability and accuracy.
- Prepares correspondence, memos and annual reports for City grants.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures related to public agency accounting and finance, and all functions of the Finance office.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Automated and manual accounting management principles and practices, including legal requirements.
- Comprehensive Annual Financial Report (CAFR).
- Standard office administrative practices and procedures, including the use of standard office equipment, computer hardware and software, and related technology, particularly as related to computerized accounting systems.
- Applicable policies, procedures, laws, and regulations pertaining to assigned programs and operations.
- A variety of public documents including budgets, requests for proposals, contracts and agreements.
- Business letter writing and appropriate formats for reports, presentations, and correspondence.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone, and providing a high level of customer service.

### **Skill in:**

- Municipal financial recordkeeping techniques.
- Governmental fund accounting.

- Preparing CAFRs for a municipality.
- Banking policies, procedures, and policies as related to governmental use.
- Financial/statistical methods.
- Report preparation and presentation – in both verbal and written forms.
- Strategic planning.

**Ability to:**

- Meet all legal requirements of the Finance Department functions in a timely and effective manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the office.
- Plan, organize and administer the work of the Finance Department.
- Interpret and implement policies, procedures, technical processes, and computer applications related to the department to which assigned.
- Perform research and prepare reports and recommendations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare and implement the department budget.
- Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Provide administrative and professional leadership and direction for the Finance Department.
- Direct, schedule, assign, review, evaluate, train and supervise the work of assigned personnel.
- Compose correspondence and reports independently or from brief instructions.
- Provide exceptional customer service to coworkers, internal customers, and the public.
- Make public presentations.
- Communicate effectively in written and oral form.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.
- Act calmly and quickly in urgent situations and make effective decisions.
- Deal constructively with conflict and develop effective solutions.
- Operate modern office equipment including computer equipment and software programs.
- Operate a vehicle observing legal and appropriate driving practices.

**Education and Experience:**

*A combination of education, experience, and training which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited four-year college or university with major coursework in finance, accounting, public/business administration, economics, or a closely related field, and five (5) years of experience in a municipality or other public agency, with at least three of those years at a management level. Experience with financial systems, governmental fund accounting and budgeting, and public agency administration highly desired. (Masters desirable).

**Licenses and Certifications:**

- Possession of a valid and appropriate California's driver's license.
- Possession of a Certified Public Finance Officer (CPFO), Certified California Municipal Treasurer (CCMT), Certified Professional Financial Manager (CPFM), OR Certified Public Accounting (CPA) license is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification have regular occasion to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.