

## CITY OF TAFT

**CLASS TITLE: DIRECTOR OF FINANCE**

**Salary Range 69.3  
\$3522-\$4281 Bi-weekly**

### **BASIC FUNCTION:**

This is an “At-will” senior executive position reporting to and serving at the pleasure of the City Manager. The Finance Director serves as the department head of the Finance Department and, as such, personally performs and supervises complex professional, administrative and technical accounting and finance functions necessary to maintain the accounting and financial records and systems of the City. Responsibilities include the overall management and administration of the financial activities, accounting functions, computer and information systems operations, and all other allied functions that may be assigned.

Under the direction of the City Manager, the Finance Director plans, supervises, directs and coordinates the City’s fiscal and accounting activities including: financial accounting and reporting; internal controls; internal auditing; payroll processing; the City’s data processing and information systems; accounting and reporting; billing and collection of locally-administered taxes and fees; and assists with investment activities of the City. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills. Requires the ability to develop and implement an organizational vision which integrates City of Taft and departmental goals, priorities and values.

### **REPORTS TO:**

City Manager

### **SUPERVISES:**

The Finance Director exercises direct supervision over all Finance Department fiscal, accounting and information systems professional, para-professional and clerical staff personnel and other positions as may be assigned.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Provide leadership and motivation to managers and staff to incorporate vision, strategic planning and elements of quality management into the full range of the department’s activities in accordance with the City’s strategic plan objectives.
- Plan, organize, control and direct organization-wide accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; assure fiscal activities comply with established laws, codes, regulations, internal controls, standards, requirements, policies and procedures.
- Develop and prepare the annual preliminary City budget; prepare revenue projections, salary projects and historical comparisons; collaborate with management in the development and preparation of budgets for other departments.

- Coordinate and/or oversee the design, evaluation, selection, installation, set-up and maintenance of computer hardware and software applications, including stand-alone personal computers, network systems and modular financial and accounting software systems.
- Assure accurate accounting of funds including income and expenditures; make appropriate adjustments; direct the reconciliation of various fiscal statements to assure accurate fund accounting.
- Develop and implement programs, policies, goals, objectives, systems, long range plans and procedures to enhance the financial effectiveness and operational efficiency of accounting and budgetary functions.
- Provide consultation and technical expertise to administrators, personnel, outside agencies and others concerning accounting and budgetary operations and related functions; and provide detailed and technical information concerning related accounts, funds, budgets, transactions, laws, codes, regulations, policies and procedures.
- Coordinate communications between personnel, governmental agencies, outside organizations and the public to assure smooth and efficient accounting, budgetary and auditing functions.
- Prepare the City's annual financial report(s); oversee annual independent audit; and interface with independent auditor(s).
- Serve as financial advisor to the City Council, the City Manager and other City staff and keep administrators current regarding budgets, transfers, income and expenditures.
- Make presentations to City Council, committees and commissions and represent the City and Finance Department on a variety of professional groups, committees and task forces.
- As requested, advise and consult with the City Treasurer on accounting and financial matters relative to their offices. The Finance Director is not staff to the City Treasurer but works closely with and assists the Officer.
- Conduct, direct and/or oversee all investigative and corrective accounting projects.
- Explains and interprets Finance Department programs, policies, and activities, including negotiating and resolving sensitive issues, significant and controversial issues.

**KNOWLEDGE OF:**

- Generally accepted accounting and internal auditing principles, methods and techniques for municipal governments.
- Sources of revenue and expenditures typical of local government including Grant, Economic Development and Enterprise Zone accounting procedures and reporting requirements.

- Investment of public funds; debt management; and financial analysis, including revenue forecasting and long range financial planning.
- Principles and practices of financial policy development and implementation, financial control systems and the laws, rules and regulations that apply to local government fiscal operations.
- Accounts receivable, accounts payable, purchase order, and payroll systems and demonstrated ability to oversee and supervise technical and clerical staff performing those duties.
- Design, evaluation, selection, installation, set-up and maintenance of computer hardware and software applications, including stand-alone personal computers, network systems, financial and accounting software systems.
- Principles and practices of employee management, effective leadership, supervision, training and work evaluation.
- Preparation of budgets, financial statements, comprehensive accounting reports and contract administration.

**ABILITY TO:**

- Develop implement and apply sound accounting systems and fiscal programs, policies and procedures in accordance with Generally Accepted Accounting Principles.
- Maintain accurate financial and statistical records and prepare comprehensive accounting reports.
- Analyze financial data, communicate complex financial information, develop recommendations and prepare and present effective written and oral reports.
- Demonstrate a high level of proficiency with information systems and computer applications; including spreadsheets, databases and presentation software programs.
- Interpret, apply and effectively explain laws, rules, regulations and departmental policies.
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on complex, sensitive and controversial issues.
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards.
- Establish, maintain and foster cooperative relationships by promoting effective partnerships with department peers, employees, citizens, and others contacted in the course of work.
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs.

- Work effectively in time-sensitive situations and coordinate multiple projects and complex tasks simultaneously.
- Communicate effectively orally and in writing and make clear and convincing presentations.
- Develop creative and practical solutions to complex and difficult problems.
- Operate a computer and assigned office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business or Public Administration, with specialization in financial administration, including financial analysis and accounting;

**and**

**Experience:** Five (5) years of increasingly responsible administrative experience in municipal finance, or accounting including at least two (2) years in a management capacity.

An advanced degree, such as an MBA or MPA with emphasis in finance, or a current CPA License is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Hearing and speaking to exchange information

Bending at the waist, kneeling or crouching to retrieve and file materials

Sitting for and operating a computer for extended periods of time

Use hands and fingers to handle or feel objects and reach with hands and arms

The employee must occasionally lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision and the ability to adjust focus