

CLASSIFICATION SPECIFICATIONS FINANCE DIRECTOR

Definition

Under direction from the City Manager, the Finance Director is part of the executive management team with the responsibility of performing of the most complex administrative, supervisory and professional tasks and of establishing and maintaining an accounting and financial system in compliance with legal provisions and generally accepted governmental accounting practices. The position performs highly complex professional municipal accounting duties including preparing, monitoring, forecasting, and analyzing financial information.

Distinguishing Characteristics

The Finance Director supervises assigned professional, technical, and clerical staff and manages daily accounting functions such as Payroll, Purchasing, Business License, Revenue Collection, Accounts Payable, Cash Receipts, and Fixed Assets, ensuring that accounting and fiscal activities are in conformance with accepted standards and appropriate laws and regulations. The Finance Director functions as a member of the Department's management team providing recommendations and suggestion that enhance the department overall performance.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. Other duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, either orally or in writing.

1. Plans, directs, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Plans, directs and evaluates the performance of assigned staff, establishes performance requirements and regularly monitors performance; subject to management concurrence, takes disciplinary action, to address performance deficiencies, in accordance with City personnel rules, policies, and labor contracts.
3. Provides day-to-day supervision and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, strategic plan, objectives and values.
4. Maintains the City's general ledger, chart of accounts, and prepares monthly and annual financial statements and schedules; analyzes, prepares, and reviews journal entries; coordinates monthly and annual closing activities, taking action to ensure the accurate processing and timing of all required accounting transactions to present accurate statements of the City's financial position; answers staff and department questions about appropriate accounts for charging of expenses; prepares periodic financial reports to City Manager and departments; supervises the reconciliation of accounts and records and the posting of revenues.

5. Manages the cash control, accounts payable and receivable, payroll and purchasing; manages and participates in ensuring the smooth operations of the general ledger accounting system.
6. Manages the work of employees responsible for utility billing and collections, and business license tax billing, collections and enforcement.
7. Establishes and maintains internal control procedures and ensures that accounting standards are met.
8. Participates in completion of work required in connection with the City's year-end audit with outside auditors and consultants.
9. Prepares fee and rate schedules and implements changes.
10. Prepares annual and midyear review budgets
11. Oversees the City's liability and worker's compensation programs, employee benefit plans, including medical, dental, vision, disability, life insurance and the PERS retirement and OPEB programs.
12. Assists in human resource matters and maintains personnel records.
13. Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results; contract maintenance, reconciliations and oversight.
14. May serve on various Boards and Commissions.

Minimum Qualifications

Knowledge of principles and practices of government, finance, purchasing, organization, administration, supervisory practices and personnel management, applicable federal and state laws, rules and regulations pertaining to local government operations; and excellent working knowledge of computers and software programs.

Ability to analyze and evaluate financial data associated with the administration of a municipal finance department; prepare accurate and concise reports and financial records; communicate clearly, and concisely, orally and in writing; provide well-thought out recommendations; work cooperatively with city officials, employees and the public; prepare and administer grants from government and private sources; and supervise subordinate personnel.

Education and Experience

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

Education: A Bachelor's Degree from an accredited college or university in Public or Business Administration or a closely related field is desirable.

Experience: At least three (3) years of recent, full-time experience in a private or public agency with increasingly responsible work experience in general administration, budget or policy development or comprehensive report writing; or two (2) years of recent, full-time experience as outlined above.

Licenses: Possession of a valid California driver's license.

Physical Requirements:

City of Colusa
FLSA Status: Exempt

Established: October 18th, 2016
Unit: Department Head Group

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods of time at a desk or computer workstation. Occasional bending, twisting or squatting. Frequently utilizes computers, telephones and other office equipment. Often moves about the office to collaborate with colleagues.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media such as a computer monitor. Occasional use of color and depth vision and close-up work.
- Dexterity: Frequent repetitive motion; frequent writing, grasping, holding, twisting and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; occasional public and/or coworker contact; frequent working alone.

Collective Bargaining Unit Designation - Department Head Group
FLSA status: Exempt