

CITY OF EL CERRITO

FINANCE DIRECTOR/CITY TREASURER

*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.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Finance Department, including accounting, financial reporting, payroll, audit procedures and cash flow management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. The Finance Director shall serve as the department head for the Finance Department. The position is exempt from the City's civil service system and the incumbent is appointed by and serves at the pleasure of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Act as the City Treasurer and oversee all cash and investment management.

Assume full management responsibility for all department services and activities including accounting, financial reporting, payroll, audit procedures, revenue management, accounting, accounts receivable, collection, control purchasing, budgeting and a assigned central services.

Act as the City's Tax Administrator and manage collection of all taxes.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.

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.

Oversee and participate in the development and administration of the City Redevelopment Agency and other City-related budgets; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments; produce the budget document.

Essential Functions:

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

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Set up and maintain journals, ledgers and supporting financial records; participate in the maintenance of the general ledger; review and authorize all journal entries.

Prepare a variety of financial reports including investment, state, federal, expenditure and tax reports for the City Council and other organizations.

Coordinate with Federal, State, County, and other agencies' various financial accounting and reporting requirements.

Direct the preparation and processing of accounts payable, accounts receivable, payroll, licensing and revenue collection.

Oversee the reconciliation of financial records to bank statements; perform calculations and data entry as needed.

Manage the annual financial audit and various external agency audits.

Prepare a variety of professional correspondence and agendas for City Council action; gather and disseminate important information for department staff.

Select, train, motivate and evaluate accounting 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 department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Operate and maintain automated financial system.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Finance Department with other departments, elected officials and outside agencies; coordinate assigned 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 economic and community development.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive financial management program.

Principles and practices of accounting and financial reporting.

Principles and practices of program development and administration.

Methods and techniques used in processing accounts payable, receivable and payroll.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

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

Operation and management of automated financial system.

Ability to:

Manage and direct a comprehensive financial management program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

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

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

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.

Set up and maintain journals, ledgers and supporting financial records.

Direct the preparation and processing of accounts payable, accounts receivable, payroll and various other accounting transactions.

Prepare and administer large program budgets, including the full City budget.

Prepare clear and concise administrative and financial reports.

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.

Assimilate information, process logically, and make sound decisions.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Six years of increasingly responsible governmental accounting experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance, business administration or a related field. Masters degree in related field preferred.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Frequently		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Occasionally		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		

100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Occasionally to Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Occasionally		
Coordination -	Eye-hand:	Frequently	
	Eye-hand-foot:	Never	
	Driving:	Occasionally	

PHYSICAL DEMANDS (continued):

Talking -	Face-to-face:	Frequently	
	Verbal contact:	Frequently	
	Public:	Frequently	
Vision -	Acuity far:	Required	
	Acuity, near:	Required	
	Depth perception:	Required	
	Field of vision:	Required	
	Accommodation:	Required	
	Color vision:	Required	
Hearing -	Conversation:	Occasionally	
	Telephone:	Occasionally	
	Earplugs:	Never	

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.