

**CITY OF LOS BANOS**  
**Job Description**

<b>POSITION TITLE</b>	FINANCE DIRECTOR
<b>DEPARTMENT</b>	FINANCE
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MANAGEMENT

**DEFINITION**

Performs highly responsible and professional work in planning, organizing and leading the operations of the Department of Finance & Information Technology, which delivers services to the public and organization in five key functional areas; accounting, revenue, purchasing, payroll, and budget. Primary responsibilities include: developing and implementing efficient and effective financial policies; managing debt, investments, internal controls, and organizational risk; and providing leadership for the department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the City Manager. Exercises direct supervision over other assigned professional, technical, and clerical support personnel.

**EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.

- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of the City's financial and fund accounting systems; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the development and administration of the City's budget and fund accounting and the performance of a variety of financial related duties.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Oversee general ledger, bank reconciliations, fixed asset system, payroll, accounts payable, cash receipts and municipal utility services.
- Prepare a variety of technical and financial statement and reports.
- Coordinate the development and implementation of the annual budget; assist City departments regarding the budget process.
- Direct the development, implementation and administration of the City's capital improvement program as it relates to City-owned utilities and electrical facilities.
- Perform utility rate structure analysis and make recommendations on utility rates.
- Provides customer account services by analyzing and clarifying computations or billing discrepancies; makes municipal utility services account adjustments as necessary.
- Coordinate and perform a variety of research, collection and analysis of financial and related data.
- Coordinate and prepare a variety of financial reports and studies including the annual audit.
- Plan, prioritize, and review the work of staff assigned to a variety of clerical accounting duties including the processing of payments and maintenance of a variety of financial reports and records.
- Manages grant compliance function with respect to financial activity and the preparation of related reports.
- Supervises the maintenance of financial records and files.
- Performs risk management tasks including insurance requirement reviews.
- Manages and oversees special district and restricted revenue fund activity.
- Perform the most difficult work related to area of functional responsibility, which may include utility billing, accounts payable/receivable.
- Performs other duties as assigned.

**Knowledge of:**

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Current accounting practices, familiarity with Generally Accepted Accounting Procedures (GAAP).
- Principles and practices of accounting theory and its application to a wide variety of accounting transactions and issues.
- Advanced principles and practices of budget development, implementation and monitoring.

**Ability to:**

- Plan, direct and control the administration and operations of the Finance Department and Information Technology Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources and schedules.
- Prepare and present staff reports at City Council meetings; attend City Council meetings.

- Coordinate and perform the collection, analysis, and interpretation of accounting and financial data and make recommendations and decisions; prepare clear and concise financial reports and studies.
- Understand and apply municipal budgeting practices.
- On a continuous basis, know and understand all aspects of the job, intermittently analyze work papers, reports and special projects, identify and interpret technical and numerical information, observe and problem solve operational and technical policy and procedures.
- Perform the most complex duties related to the processing of utility payments, accounts payable/receivable and payroll.
- Intermittently review documents related to department operations.
- Use modern office equipment including personal computer applications such as automated accounting information systems, spreadsheet, and database software.
- Maintain confidentiality of a wide range of sensitive information.
- Work with a wide variety of customers, the public, and others in a respectful and effective manner to resolve problems or complaints..
- Manage, oversee and administer the information technology consultant's contract and special projects.
- Manage business changes in the implementation of emerging Information Technologies.

#### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Bachelor's degree from an accredited college or university in accounting, business administration, or related field.
- Five (5) years of increasingly responsible professional experience in financial accounting, including three (3) years supervisory experience providing technical and functional supervision over assigned personnel.

#### **DESIRED QUALIFICATIONS**

- One (1) year of local governmental accounting experience.
- Certified Public Accountant (CPA) certification.

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