

FINANCE DIRECTOR

Definition

Under direction of the City Manager, the Finance Director is charged with the responsibility of establishing and maintaining an accounting and financial system for the City of Live Oak in accordance with various legal requirements and generally accepted government accounting practices.

Distinguishing Characteristics

This is a department head level position reporting to the City Manager, and is responsible to plan, direct, manage and oversee the activities and operations of the Finance Department. This includes responsibility for designing, controlling, implementing, and administering all the City financial and accounting systems and programs; oversees other divisions, programs, and functional areas as assigned.

The incumbent also is responsible for including personnel administration, employee benefits, risk management excluding the City's safety program/safety training, financial coordination of the City's grants with responsible departments to ensure financial compliance and reimbursement.

Examples of Duties

Duties may include, but are not limited to the following: Assume full management responsibility for all Finance Department Services and activities including general accounting functions, investment portfolio, fiscal reporting, treasury, cash and debt management, utility billing, accounts payable, accounts receivable, payroll, citations, business licensing, collections, taxes, internal accounting controls, external audit coordination, annual budget preparation, presentation, analysis, and update, any and all other related financial matters as they occur; recommend and administer policies and procedures; administer the day-to-day activities of the City's insurance programs including health, liability, workers compensation, life, and casualty insurance. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; direct, supervise, train, and evaluate department employees; recommend and administer policies and procedures; assume responsibility for the City's budget process; analyze expenditures and revenues for budgetary purposes; prepare the annual budget documents for submittal to the City Manager and City Council. Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as needed. Builds and maintains positive working relationships with assigned employees; other City management

staff; outside agencies, businesses, consultants, and the general public utilizing principles of effective and positive customer service. Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Operations, services, and activities of a comprehensive municipal finance and accounting program; governmental and generally accepted principles; principles, practices, methods, and techniques of financial management, governmental accounting, auditing, and cash management; general knowledge of human resources and risk management; principles and practices of municipal budget preparation and administration including program analysis and revenue forecasting; financial principles of grant reimbursements; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles of supervision, training, and performance evaluation; modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Ability to: Manage and direct comprehensive municipal finance and accounting programs; insurance and risk management, and other assigned programs and service areas which could include human resources; provide strategic direction on financial programs; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments. Develop and install sound accounting and data processing systems and procedures; interpret and apply applicable federal, state, and local policies, laws and regulations. Ensure adherence to generally accepted accounting principles; plan, organize, direct, and coordinate the work of lower level staff. Attend night and/or weekend meetings, events or activities outside normal business hours.

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

Education/Training: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or related field. A Master's degree is desirable.

Experience: Five years of increasingly responsible professional finance and accounting experience that included at least three years of management and administrative responsibility.

Licenses and Certification Requirements: Certified Public Accountant (CPA), Certified Professional Finance Officer (CFO) designation is preferred. Possession of a valid California Driver's License and appropriate automobile insurance while driving on City business.

Working Conditions: The regular work schedule is generally Monday through Friday 8:00AM to 5:00PM. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Frequent attendance at meetings before or after regular work hours is required.

Physical Requirements: Requires the ability to sit for extended periods of time daily; standing and walking short distances. Minimal twisting, bending stooping, and the ability to lift objects up to 25 pounds without assistance in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required. Verbal communication is required. Ability to use a variety of office equipment and machines. Occasionally work offsite. Good memory and recall are necessary for the accurate and timely transfer of data/information.

Note: Some accommodations may be made for physical demands for otherwise qualified individuals who require and request such accommodations.