



**Job Code:** 0085  
**FLSA:** E  
**Unit:** MGMT  
**Revised:** 6/22/89

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## **DIRECTOR OF FINANCE**

### **DEFINITION**

The Director of Finance is an exempt management position responsible for the management of the Department of Finance. Responsibilities include finance, accounting, and utility billing.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the City Manager. Exercises supervisory responsibility over finance management and supervisory staff.

### **TYPICAL DUTIES**

1. Under the direction of the City Manager, exercises overall responsibility for the provision of finance, accounting, and utility billing.
2. Directs the establishment of department goals and objectives and development and administration of programs to meet the goals and objectives.
3. Exercises responsibility for the proper organization, staffing and operation of the Department of Finance.
4. Advises and makes recommendations to the City Manager on finance and accounting matters. Provides financial advice and assistance to staff.
5. Directs the preparation of the annual City operating and capital improvement budgets and oversees their administration.
6. Exercises responsibility for the proper investment and accounting of City funds.
7. Either directly or through subordinates assigns work to staff, evaluates staff performance, ensures desired performance levels are maintained, participates in personnel actions.

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8. Ensures department operates in compliance with City rules and regulations.
9. Coordinates the department's activities with other City departments.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Thorough knowledge of municipal finance to include accounting, budgeting, investments, assessment districts and financing methods.

**Skill to:**

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, and problem solving.
2. Personnel management skills to include employee selection, development, directing, counseling and evaluating.
3. Strong writing and speaking skills.

**Education:**

Graduation from an accredited four year college or university in a field of study related to municipal finance and accounting.

**Experience:**

Substantial municipal financial experience preferably in a responsible management position.

**License:**

Valid California driver's license.

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