

FINANCE OFFICER
Salary Range 18 (Management Salary Schedule)

DEFINITION

Under general direction, to plan, organize, direct, supervise and administer the activities of Finance and Accounting within the Finance and Administrative Services Department; to provide highly complex staff assistance to the Chief Financial Officer and others, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a professional level single-position classification. Incumbents are responsible for managing the activities of Finance and Accounting, and providing high level support to the Chief Financial Officer on a variety of financial matters.

SUPERVISION EXERCISED AND RECEIVED

The incumbent reports to the Chief Financial Officer and is responsible for supervising assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Plans, organizes and supervises the activities of assigned professional, technical and clerical staff in the Finance and Administrative Services Department.
- Oversees the posting, balancing, and reconciliation of the general ledger and subsidiary accounts.
- Assumes management responsibility for the timely and accurate preparation of financial and statistical reports and records in accordance with City policies and Generally Accepted Accounting Principles (GAAP).
- Prepares or directs the preparation and reconciliation of journals, ledgers, and other accounting records; prepares or supervises the preparation of records and various financial reports.
- Coordinates the organization, staffing, and operational activities for the accounting program including accounting and accounting systems, cash management, and debt management.
- Oversees the preparation of the City's Comprehensive Annual Financial Report.
- Coordinates internal and external financial audit functions for the City; conducts internal audits of financial records as necessary and directs internal audits involving a review of accounting and administrative controls; coordinates the preparation of external audit materials and external financial reporting.
- Develops and maintains performance and internal audit policies and procedures; conducts performance and internal audits in accordance with policies and procedures.
- Directs the financial administration of the City's Special Districts; facilitates annexation of projects and properties into districts.
- Manages, coordinates and administers the City's grant processes.
- Reviews the completion of state and federal grant reports, and ensures financial compliance of the City's grants.
- Develops and proposes policies and procedures for grant management; reviewing and following all applicable laws and regulations.

- Administers the City's purchase card program.
- Monitors all developer agreements and contracts for compliance, achievement of objectives, and adherence to performance and fiscal requirements; assists departments with preparation of agreements and contracts when appropriate.
- Conducts research and analysis for City and Special District investments; provides reports and recommendations on investments to the Chief Financial Officer.
- Oversees the preparation of the City's Capital Investment Plan (CIP); analyzes financial impacts for capital projects; develops and recommends policies and plans; attends CIP Committee meetings; analyzes and recommends funding options.
- Assists with all phases of debt financing including bond sizing, debt structure, official statement preparation, development and review of legal compliance.
- Monitors and oversees the activity of the City's Fiscal Agents regarding Bond Issues.
- Provides information to title companies, property owners, and City departments regarding assessments; calculates payoffs of assessments; requests bond administrator to call bonds; ensures debt payments are made and recorded; prepares refinancing information for assessment districts; researches delinquent assessments for further legal action.
- Monitors and oversees the City's and Special District's cash and investment balances.
- Assists the Chief Financial Officer with the Bond Rating Agency Rating Reviews.
- Oversees City banking relationships.
- Manages and directs the City's Successor Agency Administration.
- Assists in the preparation of the City's annual budget.
- Participates in the development and administration of the department budget and assigned areas.
- Reviews, develops and modifies internal control methods to improve existing procedures.
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
- Researches, develops, implements and interprets policies, procedures, standards and regulations applicable to the City's finance, payroll and budget processes; ensures compliance with applicable laws and regulations.
- Researches, develops, implements and interprets policies and procedures applicable to the financial internal control structure for the City.
- Interprets and applies provisions of laws, rules and regulations related to division matters.
- Performs comprehensive financial activity studies as directed; prepares a variety of management financial reports for the Chief Financial Officer, City Manager, City Attorney and other City departments.
- Coordinates finance and accounting activities with other divisions, departments, governmental agencies and outside organizations as appropriate.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action.
- Works with managers, staff, other agencies and the public to resolve policy, procedural or operational issues.

- Attends, participates and/or makes presentations at council, interagency, committee, and other meetings and conferences.
- Acts on behalf of the Chief Financial Officer when needed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public agency financial management, including governmental accounting, budgeting, cash management, debt management and reporting functions
- Principles and practices of internal controls and auditing
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and Governmental Auditing Standards
- Special District Administration and municipal bond issuance
- Pertinent federal, state and local rules, regulations and laws affecting fixed assets, and Capital Improvement Program activities
- State and federal tax codes
- Taxation policies and the various sources of local government funding
- Principles and practices of grant administration
- Redevelopment agency dissolution
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Principles and practices of personnel management and supervision, goal setting, training and staff development

Ability to:

- Plan, organize, assign, supervise, review and evaluate the activities of program areas within the Finance and Administrative Services Department
- Select, train, motivate and evaluate staff
- Prepare and administer municipal budgets
- Prioritize workload to meet deadlines under changing conditions
- Coordinate multiple projects and meet critical deadlines
- Prepare administrative and financial reports with accuracy and in a timely manner
- Understand and perform complex accounting and financial work
- Analyze, interpret, summarize and present administrative and financial information in an effective and accurate manner
- Prepare and present clear, concise and logical written and oral reports
- Perform mathematical and financial calculations
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards

- Coordinate activities with other City departments and agencies as required
- Analyze complex problems, evaluate alternatives, and make sound recommendations.
- Use computer technology and applications in the performance of daily activities
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

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

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, finance, accounting, or a related field and five years of increasingly responsible, recent experience in public sector finance, including two years of supervisory responsibility.

GENERAL QUALIFICATIONS**License Requirements:**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

Working Conditions:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset

staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.