

DIRECTOR OF FINANCE

*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 Finance, Purchasing, Payroll, and Information Technology (IT). To coordinate assigned activities with other departments and outside agencies and to provide highly responsible and complex administrative support to the City Administrator and Department Directors, including preparation and monitoring of the annual budget, revenue management, procurement, and general administrative matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Administrator.

Exercises general supervision over management, supervisory, professional, technical, clerical and contract staff.

ESSENTIAL FUNCTION STATEMENTS—

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

Essential Functions:

1. Assumes full management responsibility for all services and activities of the Finance Department including Finance, Purchasing, Payroll, and Information Technology (IT),
2. Acts as the City's Chief Financial Officer, providing financial management, oversight, monitoring and reporting of the City's complex financial resources.
3. Oversees administers and coordinates the functions of the Finance Division services and activities, including general accounting, budgeting, payroll, debt administration, and revenue collection. Provides for other fiscal management and support within the areas of revenue forecasting, funds management, investment, fees and user charges, fixed assets inventory, grants administration, and long-term fiscal strategic planning.
4. Prepares the City budget for the City Administrator's review and evaluation and Council adoption.
5. Develops and administers the Finance Department's budget.
6. Oversees, administers and coordinates financial reporting, internal audit functions, and the annual external audit process; ensures the timely delivery of financial documents and information; ensures all activities comply with general accounting and auditing standards. Analyzes revenue-generating and cost-reduction proposals for capital and operating programs; prepares revenue and cost projections.
7. Oversees, administers and coordinates the functions of the Purchasing Division services and activities, including managing the City's procurement program and working with vendors and employees on adherence to the City's rules and procedures.

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8. Formulates and implements policies, procedures and systems pertaining to financial record keeping, controls and reporting; directs the design and implementation of automated financial accounting systems; organizes and administers effective accounts receivable and payable reporting and collection procedures.
9. Oversees, administers, and coordinates Payroll Division services and activities, including the preparation of timecards, payroll, and related reports; interpreting pertinent labor rules and compensation rates and benefits; identifying new rules and changes; and conferring with federal and state agencies, retirement and health systems on the application of various laws, codes, rules, accounting controls, and other matters relating to payroll requirements.
10. Oversees, administers, and coordinates Information Technology Division services and activities, including developing strategies to enhance the City's use of technology as a cost-effective resource and support to the City's operational needs. Evaluates and plan for software and data systems, storage and security, disaster recovery, maintenance and training.
11. Recommends and administers policies and procedures. Ensures that activities are conducted in accordance with laws, ordinances, rules and regulations. Develops comprehensive plans to satisfy the needs of the Department/City.
12. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
13. Establishes, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
14. Plans, directs and coordinates, through subordinate level staff, department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
15. Assesses and monitors workload, administrative support systems and internal reporting relationships; identifies opportunities for improvement.
16. Represents the City to all departments and outside agencies; coordinates City activities with those of other cities, counties, outside agencies and organizations. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal program management and administration.
17. Provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence; responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties and responsibilities as required. Assists as needed on special assignments and projects.

QUALIFICATIONS**Knowledge of:**

- Municipal finance, budgeting and purchasing for the operations, services and activities of a large municipality.
- Principles and practices of public administration and policy development.
- Laws of California governing municipal finance operations.

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- Guidelines and standards, including GAAP, GASB, and GFOA, which impact City operations.
- Funding sources for City programs, including taxes, bonding, capital financing, fees/charges, and investments.
- Principles and practices of governmental accounting and public finance, including auditing, financial control, and financial statement and reporting preparation.
- Methods of analyzing, evaluating and modifying administrative policies and procedures including contract management and maintenance of public records.
- Principles and practices of municipal budget preparation and administration, forecasting, and capital planning.
- Principles of supervision, training and performance evaluation, including communication.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Manage and direct the fiscal operations, services and activities of a major municipality.
- Plan, organize and direct the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community and City Council issues, concerns and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- 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.
- 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.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Experience and Training Guidelines

Minimum requirements as a condition of hire:

Experience:

Six years progressively responsible financial management experience in municipal government including three years at a management or program supervisory level.

Training:

Bachelor's degree from an accredited college or university with major course work in public finance, accounting, public, business administration or a related field.

Licenses and Certifications

Professional certification such as a Certified Public Accountant (CPA) is not required but preferred. Possession of a State of California driver's license.