

City of Escalon
FINANCE DIRECTOR

SUMMARY DESCRIPTION

Under administrative direction of the City Manager, with a high degree of independence, this position coordinates the activities and operations of the Finance Department including City budgeting and accounting functions such as budget, accounting, accounts payable, payroll, purchasing, revenue collection, utility billing, and cash management; directs, supervises and performs activities involved in the areas of financial record keeping, budget, treasury, investment, and rate and fee studies; coordinates preparation and long range economic forecasts and analyses, and reports on financial and budgetary conditions; coordinates assigned activities with other divisions, departments, and outside agencies; coordinate and supervise Information Technology; provide highly responsible and complex administrative support to the City Manager.

This position is designated as management for Labor Relations purposes and is considered exempt under FLSA.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for assigned services and activities of the City's accounting and budget operations; review and participate in the work of professional and technical employees to ensure that work is performed in accordance with City policies and Generally Accepted Accounting Principles (GAAP); provide interpretation and decisions on applicable codes, rules, regulations and accounting procedures.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for accounting and budgeting staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Provide support, training and direction to other staff and departments regarding budgetary matters; coordinate City-wide training on budget preparation and administration processes, procedures, and techniques including providing training on budgetary systems and programs; disseminate information to departments on mid-year and annual budget.

- Manage, oversee, and participate in the preparation of the City's operations and capital improvement budgets; coordinate schedule for annual and mid-year budget with the City Manager and other City staff; provide staff support to Directors and the City Manager in budget development; attend all budget meetings and hearing held with various departments and division; participate in departmental budget hearing before the City Council; assist with review of all budget documents for the City; analyze and make specification recommendation on budget request; perform analysis.
- Assist in forecasting budget revenues; develop financial forecast models; monitor and prepare reports on economic trends that affect the City; prepare monthly financial statements and reports; monitor cash balances to ensure adequate cash; maintain budgetary control records; analyze reserves.
- Participate in the preparation of budget document in conformance with established guidelines; assist in the preparation of Management Discussion and Analysis.
- Assume 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).
- Ensure that reports are prepared as necessary and in accordance with policy and practices; prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records; prepare or direct the preparation of records and reports for submission to various agencies.
- Assist with coordination and participate in the City investment process; maximize income and safety through daily and long range investment policies while working in conjunction with contract investment advisors; plan and coordinate tax-exempt and other financing as required; review, analyze and maintain all bond issues; administer project and debt bond programs for the City.
- Manage and prepare fee studies for all City fees; manage, coordinate, and monitor enterprise rate studies; implement office automation strategies; prepare and coordinate reports and presentations on current fiscal issues for the City Council, community groups and regulatory agencies; develop and maintain records, statistics, and reports on financial activity.
- Manage and oversee the Human Resources work involving recruitment, selection, classification, salary administration, retirement, benefits and other related personnel programs.
- Oversee, review, audit, and approve all accounts payable, purchase orders, payroll, utility billing, and other accounting records and transactions; prepare, review, correct, and distribute expenditure reports to all departments.
- Manage, oversee, and participated in the implementation of the fiscal management program including maintenance and analysis of all general ledger accounts, coordination of the year-end audit, and preparation of the financial statements and other required financial reports.
- Manage, oversee, and participate in maintaining the Information Technology of the City including the security card system, alarm, and VOIP phone system.
- Assure that assigned areas of responsibility are performed within budget; performs cost control activities; monitor revenues and expenditures throughout City to assure sound fiscal control; prepare annual budget request; assure effective and efficient use of budgeted funds, materials, facilities and time.
- Attend and participate in professional group meeting; maintain awareness of new trends and developments in the fields of accounting and budget including legislation, court rulings and professional practices and techniques; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services and activities of a municipal accounting and budget program
- Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Principles and practices of financial record keeping, control, and reporting.
- Principles and practices of municipal budget preparation and administration.
- Methods and techniques of cost account.
- Finance and cost distribution systems
- Principles and practices of program development and administration
- Internal control and audit principles and practices.
- Principles of business letter writing and basic report preparation.
- Methods and techniques of analysis and investigation
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations including those related to bond issues, investments, general accounting and fee setting related to financial administration of public agencies.
- Reporting systems, payroll and accounts payable functions.
- Personal computers and printers, including word processing and spreadsheet software, specialized integrated accounting software, 10 key calculator, telephone, copy machine, fax machine.

Ability to:

- Oversee and participate in the management of a comprehensive municipal accounting and budget program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals; objectives and procedures.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Prepare clear and concise administrative financial reports.
- Analyze and interpret compile financial and accounting records.
- Conduct feasibility studies involving the analysis and review of fiscal data in order to develop forecasts, trends, and analyses.
- Read and interpret documents such as laws, regulations, and reporting requirements pertaining to municipal accounting and budgeting.

- Speak effectively before groups and employees of the organization
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state and local policies, laws and regulations.
- Operate a computer and supporting office and accounting applications.
- Properly interpret and make decisions in accordance with laws, regulations and policies regulating City financial accounting, reporting and record keeping.
- Analyze complex financial issues, evaluate alternatives and implement sound solutions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Administer a variety of City-wide budgetary activities.

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:

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

Experience:

- Six years of progressively responsible accounting experience with responsibility for budget development, preferably in a public agency setting, including three years of management and supervisory responsibility.

SPECIAL REQUIREMENTS

- Possession of a valid California Driver’s License issued by the State Department of Motor Vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, stoop, bend, lift and/or move up to 25 pounds; use hands and fingers to handle or feel objects, tools

or controls; reach with hands and arms. Specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.