

## CITY OF MADERA

### DIRECTOR OF FINANCIAL SERVICES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Financial Services Department which includes utility billing, business licensing, general accounting, expenditure control, purchasing, fleet and grants administration; coordinates activities with other City officials, departments, outside agencies and organizations; maintains the City's investment portfolio; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Financial Services** is a department head level class responsible for the overall administration and operation of the Financial Services Department. Incumbent holds supervisory responsibilities for financial and technical records maintenance, and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting and investment operation.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Administrator. Exercises direct and indirect supervision over professional, technical and support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Financial Services Department activities and services including activities associated with general accounting, license and fee collection, utility billing and collection, payroll, purchasing, fleet, and grant administration; invests funds as authorized.
- Develops, implements and maintains Financial Services Department goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Plans, directs and coordinates the Financial Services Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.

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- Oversees the selection, training and evaluation programs for all Financial Services Department personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
- Assists in the preparation, implementation, and control of the City's annual operating and capital improvement budgets through the preparation of budget detail; forecasts revenues, expenditures and year end balances. This includes the City acting as the Successor Agency to the City of Madera Redevelopment Agency.
- Manages and coordinates the development of the Financial Services Department's budgets; monitors and approves expenditures; advises appropriate department personnel on budget matters; makes adjustments to the budget as is necessary.
- Manages the implementation of accounting system and other computer systems.
- Oversees and manages the City and related agency's investment portfolio.
- Prepares and presents financial and administrative reports and resolutions to the City Council.
- Oversees internal and external audits of municipal funds and procedures; supervises inventory of City property.
- Presents, justifies and defends Financial Services Department programs, operations and activities; negotiates and resolves controversial department issues.
- Represents the Financial Services Department to other departments, divisions and organizations; coordinates departmental activities with other departments and organizations.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional, and community meetings as necessary; stays current on issues relative to the field of municipal finance administration and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Financial Services**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in professional municipal accounting, including at least three years in a responsible management or supervisory capacity, and a Bachelor's degree in accounting, business administration, economics or a related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license. Certified Public Accountant license is preferred but not required.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Generally Accepted Accounting Principles and Procedures (GAAP); General Accepted Auditing Standards (GAAS); modern principles, practices and techniques of finance administration, organization and operation including accounting, auditing and municipal budgeting; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes, regulations and reporting requirements; cost control and revenue forecasting techniques.

**Ability to:**

Plan, direct, manage and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex accounting and financial issues, evaluate alternatives and implement sound solutions; analyze and interpret financial, investment and accounting records; prepare clear and concise administrative and financial reports; assist in the preparation and administer a municipal budget; develop and install sound accounting and financial reporting systems and procedures; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of spreadsheet and software applications.