



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

FINANCE DIRECTOR

DEFINITION

Under general direction of the City Manager, the Finance Director is responsible for financial planning, budgeting, accounting, revenue administration, payroll functions, and purchasing for the City. As the Department Head, the Director is responsible for planning, directing, and managing all activities, operations, and employees of the Finance Department. The Director will coordinate assigned activities with other City departments and outside agencies as necessary and will provide administrative support to the City Manager and City Council at a high level normally associated with the municipal responsibilities of a Department Head.

DISTINGUISHING CHARACTERISTICS

This classification reports directly to the City Manager and directs the work of other Finance Department administrative and support staff. This position has overall management responsibility for all aspects of the Finance Department and exercises independent judgment, initiative and common sense in administering the functions and responsibilities of the Finance Department consistent with City Council policies and administrative guidelines established by the City Manager. The Finance Director develops the Comprehensive Annual Financial Report (CAFR), the City's operating and capital budgets, and coordinates assigned activities with other City departments and outside agencies. The Director is a member of the City's executive management team and must participate actively in addressing issues of concern to the City, as determined by the City Manager or City Council, which at times may not have a direct impact on his or her area of specialization.

ESSENTIAL DUTIES

The duties assigned include, but are not limited to, the following:

- Manage and direct the fiscal management of the City, including revenue forecasting, collection and disbursement of funds, accounting, financial reporting, auditing, and investment of funds.
- Plan, direct, and coordinate the administration of the City's finance, accounting and purchasing, services; recommend internal control policies and implement procedures to conduct activities; ensure that activities are conducted in accordance with related laws, ordinances, rules and regulations; develop comprehensive plans to satisfy future needs for departmental services.

- Assist the City Manager in preparation of the operating and capital improvement budgets for the City; estimate anticipated revenues; assist in reviewing proposed budget allocations; conduct complex fiscal analysis and prepare related reports.
- Prepare and supervise the preparation of reports to the State Controller, County Auditor Controller and other Federal, State or County agencies.
- Manage the investments of the City; purchase securities and invest City funds at the direction of the City Treasurer (City Manager); prepare all documents necessary to transfer funds and document all transactions; manage the preparation of monthly reports for City Council.
- Administer contracts for department services; review City-wide contractual agreements and ensure that City contractual services are provided in accordance with contract provisions and City purchasing rules and regulations.
- Review posting, balancing, and reconciling of accounting transactions to ensure conformance with generally accepted accounting principles and standards.
- Advise and provide professional and expert assistance to the City Council, City Manager, other City staff and the public regarding financial and purchasing ordinances, policies, procedures and regulations.
- Manage and participate in the City's annual financial audit; work with the City's independent auditor; assume responsibility for the development of the Comprehensive Annual Financial Report (CAFR).
- Represent the City, or delegate such authority, in relations with the community, advisory committees, other local, state and federal agencies and professional organizations.
- Prepare, present, and be knowledgeable about City Council agenda items on financial matters and attend City Council meetings.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of improvements.
- Establish, maintain, and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced governmental financial and accounting procedures and their application to a wide variety of municipal operations.

Government finance and accounting laws, policies, procedures and practices including Generally Accepted Accounting Principles (GAAP), Government Accounting Standard Board (GASB) statements, and GANN Appropriation Limit calculations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of finance administration.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations relating to the financial administration of public agencies, including, but not limited to, laws and regulations pertaining to public retirement system administration.

Internal control and audit procedures.

Principles, practices, laws and regulations governing the investment and management of public funds.

Public purchasing and contracting principles and practices, including competitive bidding procedures.

Principles and practices of management and supervision.

Payroll procedures and payroll taxes.

English usage, spelling, grammar, punctuation use in written and oral communication.

Modern office practices, procedures, methods, and equipment including computerized municipal fund accounting systems

Ability to:

Provide administrative and professional leadership and direction for the Finance Department.

Plan, organize, direct and coordinate the work of Department personnel.

Interpret, explain and apply Federal, State, and local laws, regulations, policies and procedures.

Select, supervise, train and evaluate staff; delegate appropriate authority and responsibility.

Research, analyze and evaluate complex data, prepare and present reports on a wide variety of financial and municipal issues.

Maintain detailed financial and accounting records.

Identify and respond to community and City Council issues, concerns and needs.

Develop and administer departmental goals, objectives and procedures.

Prepare and administer large and complex budgets.

Develop and implement financial procedures and controls.

Analyze department requirements and policies and make recommendations for necessary revisions.

Prepare clear and concise reports.

Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- A Bachelor's degree, or higher, from an accredited college or university with major course work in accounting, finance, public or business administration, or a related field;
- At least five years of increasingly responsible experience in professional municipal finance position including three years of supervisory administrative responsibility;
- Financial management experience in a governmental agency is required.
- Current Certified Public Accountant license in the State of California is preferred.

Licenses:

Possession of a valid California Driver's License and a safe driving record at appointment is required.

Physical Standards:

Physical & Sensory Elements: The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, computer mouse, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

The Finance Director will be expected to use a computer, including word processing, spreadsheet, electronic calendar, presentation software programs; specialized financial/accounting software (FundBalance); calculator, telephone, fax, copier, postage machine and other modern office equipment as necessary.

SELECTION GUIDELINES

All selection guidelines for this position are subject to the City of Rancho Santa Margarita Municipal Code and Personnel Policies and Procedures and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

FLSA Status: Exempt

Classification Status: Executive & Management Classification. This is an "At Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code.

City Council Adoption Date: June 12, 2013