



Director of Finance

Department/Division:	Finance
Reports To:	City Manager
Provides Direction To:	Finance Department Managers, Supervisors, Senior Technical Staff, and Executive Secretary
Bargaining Unit:	Unrepresented
Exemption Status:	Exempt
Employment Status:	Unrepresented (At-Will)
Date Prepared:	August 27, 2014
Date Revised:	June 21, 2018

GENERAL PURPOSE

Under general direction of the City Manager, directs, plans, organizes, and controls the programs, operations, and functions of the City's Finance Department including finance, budgeting, accounting, treasury, revenue, and purchasing; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the Executive Management Team; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Finance is accountable for department-wide programs and has greater policy-making, budgetary and supervisory authority than departmental staff as well as more frequent interfaces with the City Manager, City Council and other members of the Executive Management Team, auditors and consultants, than do other division management positions within the department.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations 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 class.

1. Plans, directs and coordinates accounting, treasury, revenue, budgeting, and purchasing division functions. Meets regularly with staff and City Manager to review policies, projects and initiatives.
2. Develops individual and departmental goals, and writes, interprets, and enforces administrative and financial policies and procedures; coordinates projects and assignments to meet departmental and City needs.

ESSENTIAL FUNCTIONS (continued)

3. Directs, develops, and coordinates City and departmental budget, including revenue and expenditure projections, capital projects, and financial planning; analyzes revenues and expenditures trends and basis for variance; prepares annual budget message and confers with City Manager, City Council representatives, and department management within the City regarding budgetary needs and issues.
4. Prepares staff reports and makes City Manager and City Council presentations; prepares and reviews City Council and Finance Sub-Committee reports; provides interdepartmental briefings regarding the City's financial position and related developments.
5. Plans, directs, and coordinates accounting and automated financial systems for the City and establishes and interprets fiscal policies and procedures.
6. Directs the preparation of the Comprehensive Annual Financial Report (CAFR), including the transmittal letter, the Management Discussion and Analysis, and the Required Supplementary Information, including the Statistical Section, and oversees the annual financial audit.
7. Directs the preparation of, and reviews other, major regulatory and compliance reports such as the Statement of Indebtedness, State Controller's Report, Streets and Highways Report, assessment district reports, and post employment benefits reports.
8. Makes presentations on the City's fiscal condition to community groups, and participates in community events and meetings.
9. Selects, trains, motivates, and evaluates the work of staff; coaches and develops staff and considers succession planning needs; works with employees to correct deficiencies; recommends and implements disciplinary procedures in consultation with Human Resources Department.
10. Manages the City's investment portfolio in conformance with the City's investment policies, including monthly reporting of the investment position and value.
11. Manages the City's debt, including issuance, continuing disclosure reporting, monitoring markets for refunding opportunities, bond defeasance and rating agency interactions.
12. Confers with departmental representatives regarding budget preparation, strategies, costing, and categorization of assets, revenues, and expenditures.
13. Represents the City during negotiation of agreements with collective bargaining groups and other outside agencies.
14. Attends professional meetings and advisory conferences and provides briefings regarding developments and legislation.

QUALIFICATIONS GUIDELINES

Knowledge of:

Municipal Code and Government Code as applied to City financial policies and practices; Generally Accepted Accounting Principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting (GAAFR), and related OMB circulars; State laws and regulations regarding investments of public funds; accounting and auditing principles and practices; State financial reporting requirements; principles of public finance administration; municipal budgeting practices; contract administration; general and fund accounting, taxation, and revenue management practices; debt management principles; CalPERS pension concepts, rules and state pension laws; purchasing practices and procedures; uses, capabilities, and applications of information systems and hardware; theories of management; principles of employee supervision and evaluation.

Ability to:

Plan, organize, direct, and evaluate the functions and operations of the Finance Department, including financial and technology services; formulate, analyze, and present financial reports; accurately forecast major revenues and costs; select, train, supervise, evaluate, and discipline employees; originate and institute financial planning policies and controls; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, City officials, contractors, consultants, auditors, vendors, rating agencies, City officials, general public, and others during the course of work; operate computer hardware and modern office equipment; use word processing, spreadsheet, computerized accounting, and graphics software.

Education/Training/Experience:

Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Business Administration, or a related field is required. Eight (8) years of responsible experience in governmental accounting work is required, including at least three (3) years in a managerial capacity in municipal finance. A Master's Degree in Accounting, Business Administration or a related field, or Certified Public Accountant designation is highly desirable.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs is required.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret accounting and financial data; thoroughly analyze problems, develop strategies, and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities, work on multiple assignments and projects concurrently, and meet deadlines given frequent interruptions; and interact appropriately with staff, management, City officials, vendors, contractors, consultants, public and private representatives, and others in the course of work.

WORK ENVIRONMENT

The employee works in an office with controlled temperature settings.

Occasional driving is required to attend meetings at various City facilities, training and meeting sites, and public and private events.