

**City of Grass Valley
JOB DESCRIPTION**



Director of Finance / Administrative Services

Title: Director of Finance /Administrative Services

FLSA Status: Exempt

Reports To: City Council / City Administrator

Non-Classified: Full Time

SUMMARY OF JOB PURPOSE

The Director of Finance /Administrative Services is an executive management level classification responsible to plan, direct, manage, and oversee assigned activities and operations including: finance, accounting, purchasing, payroll, information systems, personnel, risk management, and other related support services; manage the fiscal operations of the Redevelopment Agency; act as City Treasurer; coordinate required functions with other City departments and outside agencies. The position provides highly responsible and complex administrative support to the City Council and City Administrator. This is a single position, executive department director level class with responsibility for program development and implementation of goals, objectives, policies and priorities for department activities. Incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies, regulations and laws. The position is a key member of the City's Department Head Team.

SUPERVISION RECEIVED AND EXERCISED

Position is appointed by the City Council, who provides policy direction. General supervision is provided by the City Administrator. The position exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks):

1. Provide management responsibility for operational services and activities pertaining to accounting, budgeting, treasury, revenue collection, auditing, payroll, purchasing, personnel, benefit administration, risk management, information systems, and other related support services and functions.
2. Works with other City departmental staff, elected officials and outside agencies; explains and interprets City administrative programs, policies, procedures and activities; negotiate and resolve sensitive, significant and controversial issues; responds to and resolves inquiries and complaints;
3. Manage and participate in the development and administration of the City and Departmental budgets; direct the monitoring and approval of expenditures; preparation and implementation of budgetary adjustments as necessary;

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4. Assist in the operations of the City's human resources function;
5. Provide staff to support the work of the City's Personnel Commission;
6. Assist in the processing of claims and suits filed against the City; may participate in settlement negotiations with claimants, provides recommendations to the City Administrator and may represent the City in small claims court;
7. Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary;
8. Develop and monitor city revenues and appropriations by fund and department; and assist in monitoring budget for departments and projects, including the preparation and distribution of monthly status reports to departments;
9. Provide staff assistance to the City Administrator, City Council and other department directors; prepare and present staff reports and other necessary correspondence;
10. Establish controls necessary to assure the accuracy and security of all financial records and funds; evaluate performance of accounting procedures, and systems;
11. Responsible for the timely preparation of all financial reports and statements; prepare, review and analyze reports to ensure conformance with generally accepted accounting principles and other requirements;
12. Oversee employee safety program as part of the risk management program;
13. Administer the City's purchasing program;
14. Conduct a variety of organizational studies, investigations, and operational studies for the City; recommend modifications to Departmental programs, policies, and procedures as appropriate;
15. May participate on a variety of boards commissions, committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of accounting, budgeting, auditing, purchasing, risk management, human resources, and public administration;
16. Performs other related duties as assigned.

Knowledge of:

1. Operational characteristics, services, and activities of a municipal government programs including accounting, payroll, purchasing, risk management and human resources;
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
3. Principles of supervision, training and performance evaluation of employees;

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4. Advanced principles, practices, and standards of governmental cost accounting, treasury management, accounts receivable, and accounts payable
5. Management of subsidiary ledgers, accounts and integration of general ledger, auditing, cash management and investments;
6. Human resource management principles and practices including labor relations;
7. Principles and practices of risk management and loss prevention including claims handling, worker's compensation and asset protection programs;
8. Pertinent federal, state, and local laws, codes, and regulations.
9. Business mathematics, statistics, financial analysis, and research procedures;
10. Principles and practices of internal and external auditing standards;
11. Understanding and application of Generally Accepted Accounting Principles (GAAP);
12. Requirements of Fund Accounting and statements issued by Governmental Accounting Standards Board (GASB);

Ability to:

1. Interpret, explain and apply policies, procedures, and regulations pertaining to payroll, benefits, personnel programs, risk management, budgeting and financial management;
2. Communicate clearly and concisely, orally and in writing for the public, City organization and City Council;
3. Coordinate multiple concurrent projects, working well under pressure and deadlines with limited supervision;
4. Maintain confidentiality of work performed and information received;
5. Perform assigned duties and tasks using independent judgment and personal initiative;
6. Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff;
7. Respond to requests and inquiries for information regarding accounting, payroll, benefits, and policies and procedures;
8. Maintain cooperative working relations with the general public and employees with an emphasis on customer service;
9. Properly train and provide information to subordinates on safe work practices and procedures and to follow OSHA regulations where required;
10. Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs;
11. Carry out the mission of the City and the Department.

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QUALIFICATIONS

To perform this job successfully, an incumbent must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge, skills and ability to perform this job is:

1. Required to have a Bachelor Degree in accounting, business/public administration or finance (accounting degree is preferred) and 8 years of general administrative experience with an emphasis in finance/accounting with 5 years governmental experience, and 3 years of supervisory experience. A master's degree may substitute for 1 year of general experience.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have a valid State of California Class C Drivers License with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic and more complex mathematical concepts such as: adding, subtracting, multiplying, dividing, fractions, percentages and statistics.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

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.

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While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear. The employee is occasionally required carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids.

WORKING ENVIRONMENT

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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