

# CITY OF SOLANA BEACH ♦ JOB DESCRIPTION

<b>POSITION:</b>	<u>Finance Director</u>
<b>CLASSIFICATION:</b>	<u>Management</u>
<b>DATE ADOPTED:</b>	<u>10/6/98</u>

## **DEFINITION**

Under general direction, plans, organizes, supervises, and directs the accounting, investment of funds, purchasing, revenue collection, and business licensing activities of the City; responsible for administration and preparation of City budget; serves as City Treasurer; supervises, trains, and evaluates department personnel; performs related work as required.

## **CLASS CHARACTERISTICS**

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgement, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- ♦ Plans, organizes, directs and administers the financial programs of the City, Sanitation District, and Redevelopment Agency, including accounting, budgeting, accounts payable, payroll, auditing, purchasing, revenue administration, and investment of funds.
- ♦ Develops and administers the City budget; assists departments with budget preparation; estimates revenues and fund balances; prepares financial statements and reports.
- ♦ Administers the City's special Municipal Improvement Districts including budgets and assessment rates.
- ♦ Represents the City in community and professional meetings; negotiates contracts with consultants; provides advice and consultation to the City Manager in assigned program areas; prepares staff reports for special projects.
- ♦ Reviews, develops, and implements program goals, objectives, policies and priorities; formulates departmental policies and procedures; makes authoritative interpretations of applicable laws, regulations, and policies.
- ♦ Directs the collection of City taxes, assessments, fees, revenues, and all other monies received.

- ♦ Monitors and directs cash flow.
- ♦ Develops and implements City policies, procedures and strategies for investments.
- ♦ Establishes, reviews, and maintains a system of financial procedures, methods, accounts, and controls.
- ♦ Supervises and directs the planning, organizing and maintenance of control accounting systems including pre-audit, internal audit, posting of expenditures and revenues, fiscal and capital budget, improvement bond administration, payroll, investment program, assessment, bond indebtedness and other related activities.
- ♦ Prepares financial statements and reports reflecting the financial standing of the City for presentation to City Council.
- ♦ Acts in official capacity as City Treasurer.
- ♦ Supervises, trains, and evaluates assigned staff.
- ♦ Performs related work as required.

### **QUALIFICATIONS GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include five years of progressively responsible administrative experience which involved government finance, including at least three years of supervisory or management experience at the mid-management level; and a bachelor's degree in public or business administration, accounting, or closely related field. A Master's degree in Business / Public Administration and Certified Public Accountant certification is desirable.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **KNOWLEDGE OF:**

- ♦ Municipal accounting and finance administration principles, practices and systems.
- ♦ Laws, regulations and reporting requirements pertaining to municipal finance.
- ♦ Basic principles of budget preparation and control.
- ♦ Modern office methods, procedures, and practices.
- ♦ Treasury management and investment programs available for municipal budgeting processes.
- ♦ Management Information Systems applications pertinent to a finance environment.
- ♦ Principles and practices of supervision and performance evaluation.

##### **ABILITY TO:**

- ♦ Plan, direct, and coordinate department activities.
- ♦ Invest funds prudently and wisely.
- ♦ Make accurate revenue and expenditure forecasts.
- ♦ Determine cash flow requirements.
- ♦ Prepare and present financial and statistical reports.
- ♦ Communicate effectively both orally and in writing.
- ♦ Deal effectively with the general public, City departments and officials, State, County and Federal Government, and private agencies in coordinating activities and resolving problems.
- ♦ Deal constructively with conflict and develop effective resolutions.
- ♦ Establish and maintain cooperative working relationships.
- ♦ Supervise, train, and evaluate assigned staff.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is primarily sedentary. The job may require traveling by car. Physical demands include occasional lifting up to 25 pounds, walking, some bending, stooping, and squatting. Incumbent is required to attend periodic evening meetings. Incumbent is required to travel within and out of the City to attend meetings with personal vehicle.

[City of Solana Beach](#)

[Associated Benefits](#)