



CLASS SPECIFICATION

FINANCE DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages and oversees the operations, programs and planning of finance, budget, utility billing and collections, information technology, and other areas of responsibility as assigned; performs responsible and complex administrative work including to direct or conduct special projects; coordinates activities with other departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Manager.

IDENTIFYING CHARACTERISTICS

The Finance Director is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem-solving issues relating to their assigned Department and the City overall. The Finance Director serves as the chief financial and investment officer for the City assisting the City Treasurer.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all department services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business licensing, taxes, inventories, internal accounting controls, external audit coordination, and any and all other related financial matters as they occur; recommends and administers policies and procedures.
2. Assumes responsibility for and participates in the development of the fiscal year budget for the city; tracks revenues and expenditures resulting in the preparation of mid-year and base budgets; provide support to departmental staff in the preparation of departmental and capital budgets; review operational and funding requests from departments; make recommendations to City Manager regarding fiscal year operating and capital budget; develop workshop and budget materials for City Council presentations.
3. Oversees finances related to the City Successor Agency, the Suisun City Housing Authority and the Suisun-Solano Water Authority (SSWA) JPA.
4. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
5. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
6. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

CITY OF SUISUN CITY
Finance Director (Continued)

7. Plans, directs, and coordinates the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
8. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; makes recommendations to the City Council and City Manager on all financial matters as required; attends City Council meetings as required.
10. Works closely with the Human Resources and Risk Management Division of the City Manager's Office to coordinate financial aspects of labor negotiations, claims settlements and Worker's Compensation.
11. Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and public administration.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of municipal government.
- Principles, practices, methods, and techniques of financial management, governmental accounting, auditing, and cash management, including Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles and practices of municipal budget preparation and administration, including program analysis and revenue forecasting.
- Pertinent federal, state, and local laws, codes, and regulations governing municipal finances and reporting.
- Standard practices of revenue management and business license administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Principles, concepts, and practices of financial and statistical trend analysis.
- Various sources of funds available for finance programs, financing methods and alternatives.
- Advanced methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- Recent developments, current literature, and sources of information related to assigned programs and services.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

- Plan, direct and control the administration and operations of the Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know

CITY OF SUISUN CITY
Finance Director (Continued)

laws, regulations and codes.

Analyze and interpret fiscal and accounting reports, financial feasibility of projects and proposed programs; review and devise improved accounting and recordkeeping procedures.

Analyze and provide recommendations on various methods of issuing debt to finance city improvements.

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

Research, analyze, and evaluate new service delivery methods and techniques.

Provide highly complex and responsible staff support to the City Manager, other City management staff, the City Council, and other boards, commissions, and committees as assigned.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Provide strategic direction on Departmental services and programs.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Interpret and apply applicable federal, state and local policies, laws and regulations.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Oversee and participate in the development of a citywide operational and capital improvement program budget.

Prepare clear and concise administrative and complex financial reports and analysis.

Effectively present information and respond to questions from groups of managers, regulatory agencies, members of the business community and the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration with an emphasis on Finance, or related field. A Master's degree and/or Certified Public Accountant designation are desirable.

Experience:

Six years of increasingly responsible experience in accounting and financial work, including three years of management and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certified Public Accountant designation is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

OTHER CHARACTERISTICS

This classification is at an executive level distinct from the Financial Services Manager, which is a division manager reporting to an executive such as Administrative Services Director, and the Accounting Services Manager, which is a division manager primarily responsible for accounting functions reporting to an executive.

FLSA Status: Exempt

Representation: Unrepresented At-Will. Benefits defined in the Schedule of Salary and Benefits for Executive Management Employees.

Work Hours: General City employees work a 9/80 schedule with every other Friday off. Additional work may be required from time to time.

Originated: March 17, 2020, by Resolution No. 2020-__