



Job Title: **Finance Director**  
Department: **Finance**  
Date: August 12, 2020  
Exempt FLSA Exemption: Executive  
Job Reports To: Deputy City Manager  
Pay Grade: 28  
X Full Time

## Job Description

### Summary/Objective

Under the administrative direction of the Deputy City Manager, the Finance Director is responsible for the direct planning, organizing, and operations of the Finance Department, including accounting, purchasing, audits, utility billing and collection, banking, preparation of the annual budget, revenue alternatives and annual report.

The Director must also have knowledge and experience in long and short term public debt financing including assessment district, Mello-Roos, general obligation and tax increment.

**Essential Job 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 this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Directs and participates in the development and implementation of goals, objectives and priorities.
2. Directs general accounting activities, including the maintenance of general ledgers and related subsidiary records.
3. Develops and implements accounting methods and controls.
4. Plans, develops, implements and administers the cash management program.
5. Administers various assessment districts.
6. Reviews and recommends various ways to finance infrastructure, capital improvement programs, etc.
7. Drafts annual budget and annual reports for the Deputy City Manager.
8. Forecasts revenues, expenditures and year-end balances.
9. Reviews and recommends alternative revenue sources.
10. Coordinates and conducts municipal bond sales.
11. Prepares financial reports, studies and analyses.

12. Directs preparation of the annual financial report, state controller report and other reports required by law.
13. Plans and conducts meetings with the City Manager and other top administrators regarding departmental financial activities and issues.
14. Plans, organizes and manages the fiscal management system for the City, including general accounting, budget, revenues, payables, payroll, auditing and grant accounting.
15. Remains current with developments in the area of municipal accounting and finance.
16. Attends conferences and meetings to discuss new methods and procedures.
17. Participates with a variety of City committees, study groups and task forces.
18. Attend a variety of meetings, including assisting in the improved computerization of the Finance function.
19. Supervises department staff personnel.

**Other Job Related Duties** Performs related duties or responsibilities as assigned.

**Conformance Statement** In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

- English usage, spelling, grammar and punctuation.
- Ethical Conduct
- Time Management
- Organization Skills
- Financial Management
- Project Management
- Personal Effectiveness/Credibility.

### **Qualification Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** Bachelor's Degree from an accredited college or university with major course work in accounting, public finance or related field.

**Experience** Five years of increasingly responsible experience in financial management, auditing, cost accounting, procurement and investments, including two years of experience in a supervisory capacity.

**Desirable Qualifications** Master's Degree, Certified Public Accountant license or relevant certifications, public experience and 8+ years' experience preferred.

### **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

### **Knowledge, Skills & Abilities**

Knowledge of:

- Principles and practices of general fund and government accounting, including financial statement preparation and methods of financial reporting.
- Principles and practices of budget development and administration.
- Application of computer hardware/software in the maintenance of accounting records and financial administration.
- Applicable city, state and federal laws and regulations.
- Laws regulating the investment of public funds.
- Administrative principles and practices, including goal setting; program and budget development and implementation; and employee supervision.
- Windows 10 or higher in a technical support environment.

Ability to:

- Plan, organizing, assign, direct, review and evaluate the work of staff.
- Plan, organize and direct a wide variety of financial data, purchasing and computer activities.
- Evaluate financial and other data and programs, providing recommendations for improvements.
- Develop and implement financial, audit and system procedures and controls.
- Exercise sound independent judgment.

- Represent the city effectively in contracts with governmental and regulating agencies, outside consultants and counsel and business and professional groups.
- Develop and administer purchasing policies and procedures.

**Skills:**

- Identify new potential revenue sources and/or develop new methods to create revenue.
- Interpret, explain and apply city, state and federal laws regulating city financial accounting.
- Reporting and record keeping.
- Prepare clear, concise and complete financial statements and other written correspondence.
- Provide excellent customer service.

### **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

### **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

### **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

### **Working Conditions, Mental and Physical Demands**

The physical demands 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 these essential job functions.*

## **Work Environment**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; regularly operate a motor vehicle to transport self to various City meetings; vision abilities required include close vision and the ability to adjust focus to read and operate office equipment as necessary, vision to read printed materials and computer screen during the course of the work assignments; hearing and speech to communicate in person, before groups and over the telephone.

Employees work in an indoor office environment with moderate noise levels, controlled temperature conditions, moderate noise levels and no direct exposure to hazardous substances. Employees may interact with upset staff and/or public and private representatives in developing, interpreting and enforcing departmental policies and procedures. Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 40 pounds. Noise and temperatures are moderate and fumes are not generally present.

## **Physical Demands** *(Essential duties require the following physical skills and work environment)*

This is, at times, a sedentary office classification although standing and walking between work areas is often required; use of hands and fingers as well as reach with hands and arms. During work activities, standing and walking may be required for hours at a time. Positions in this classification occasional need to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40-pounds.

While performing duties, incumbent is regularly required to sit; see, talk or hear, in person and by telephone; use hands and finger dexterity to handle, feel or operate standard office equipment; and reach with hands and arms.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. Noise and temperatures are moderate and fumes are not generally present.

## **Essential Mental Functions**

Regularly required to use written and oral communication skills; essential to be able to read, organize, process and interpret data, narrative and statistical information;

analyze and solve problems; use math and apply reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks and work under deadlines; interact with staff, provide guidance and direction to others; observe and interpret situations; be able to make quick decisions, supervise others, problem solve, read, write and speak publicly. Essential to be able to read, organize, process and interpret data and be able to add, subtract, multiply and divide.

### **Supervisory Responsibility**

Responsible for the management, supervision, training and work assignments of all Finance Department staff, ensuring compliance with Federal and State regulations. Has responsibility, including through assigned supervisors, to ensure staff receive work assignments; has discretion to assign, modify or halt work if deemed out of compliance. Collaborates with Deputy City Manager to reach defined goals and objectives.

### **Expected Hours of Work/Work Schedule**

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

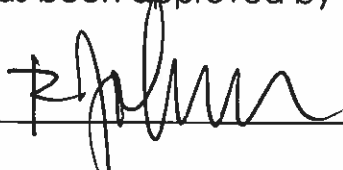
### **Travel**

Occasional local travel is expected for this position. Occasional out of town travel for conferences, workshops and various training opportunities is likely.

**Disclaimers and Approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 8/17/2020

Deputy City Manager Thomas P. Hill Date 8/18/20

HR Katey Hitchcock Date 8/17/2020

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_