

FINANCE DIRECTOR

Salary Range 46

DESCRIPTION:

Under administrative direction, to plan, organize and direct the City's management program, including investment of funds, accounting and revenue administration; to advise the City Council regarding municipal financial matters; and to perform related work as required.

The incumbent is responsible to the City Council for advice relative to financial management, human resources, revenue administration, and the efficient administration of the Finance Department. The Finance Director exercises supervision over other managerial employees making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing evaluations, processing bargaining unit grievances, recommending employment, and taking and recommending disciplinary action. The person in this class acts with a high degree of independence of action in the assigned area of responsibility to attain objectives according to policy guidelines. The incumbent is expected to develop methods and procedures and solve problems encountered. This is an exempt position in which the incumbent serves at the will of the City Council.

EXAMPLES OF DUTIES:

Plans, organizes and directs accounting, budgeting, auditing, purchasing, investment of funds, revenue administration and computer services provided by the department; audits and exercises budgetary control regarding payment of bills, payroll and all other vouchers for payment; directs implementation of accounting systems and procedures; prepares financial statements and reports for presentation to City Council, reflecting the financial standing of the City; maintains supporting records of financial transactions; provides for the custody, handling and safekeeping of cash; directs preparation of department budget; develops preliminary and final estimates of City expenditures and revenues; establishes policies and procedures for investments; conducts performance evaluations; explains policies, procedures and objectives of the City to staff by written directive and by oral communications; establishes standards of performance for each position supervised; conducts staff meetings; develops staff development programs; conducts studies and investigations, preparing reports of findings and recommendations; represents City in meetings of the public or other agencies as required; manages computer utilization and services to the departments; serves as technical and professional finance advisor and provides staff support to administrative staff, City Council and Council-appointed commissions and committees; selects, directs, trains and evaluates personnel; meets and confers with groups and organizations concerning municipal finance issues and services; attends meetings, conferences and seminars; and performs related work as required.

Supervises and participates in accounts receivable and accounts payable. Maintains cash receipts and disbursement journals, general ledger; maintains and reconciles bank accounts; prepares reports, including but not limited to monthly and quarterly cash management and expenditure summaries. Completes payroll, benefits, income taxes payable monthly and quarterly, annual payroll reports on a timely basis; manages the worker's compensation insurance program and claims for employee; assists employees and retirees with medical insurance claims. Protects city assets through internal audits, internal controls and adequate insurance coverage. Represents the City of Alturas in small claims court as necessary.