

DIRECTOR OF FINANCE

DEFINITION

To plan, organize, and direct the financial activities of the City, the Local Successor Agency and Housing Successor Agency of the City of San Pablo; oversee the receipt and disbursement of the City funds; administer and assist in the preparation of the Annual or Multi-Year City budget; manage and administer City investments.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Assistant City Manager.

Responsibilities include direct supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies and priorities.

Plan organize, direct and control financing activities of the City including City Council activities, budget planning, financial policy determination, economic forecasting, financial reporting, audit compliance, and cash management.

Prepare and present financial and administrative reports and resolutions to the City Council.

Represent the City Manager before citizens and elected officials on financial and administrative matters of the City.

Review, approve, and present the Finance Department's Annual or Multi-Year Budget(s) to the City Manager and City Council.

Direct the implementation and control of the City's annual operating and capital budgets.

Review and evaluate administrative and financial internal control systems and procedures of the Department and the City.

Administer Utility Users' taxes.

Direct the design, implementation, and control of automated financial systems.

Attend City Council, Council committee meetings.

Director of Finance

CITY OF SAN PABLO

Page 2

Administer and invest funds.

Assist in the preparation of the annual operating and capital improvement budget; forecast City revenues, expenditures and year-end balances.

Provide financial support and assistance to City departments.

Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.

Select, supervise, and evaluate and train staff.

Perform related duties as assigned by the City Manager, Assistant City Manager and/or designee.

QUALIFICATIONS

Knowledge of:

Principles and methods of finance and administration, particularly in the areas of accounting, budgeting and auditing.

Modern office practices, procedures, methods and equipment, including data processing systems.

Laws regulating the financial administration of City government.

Redevelopment and tax increment financing.

Modern principles and practices in purchasing, stores, and treasury management.

Budget preparation, program analyses, and revenue forecasting.

Principles and practices of organization, administration, budget, and personnel management.

Ability to:

Develop and install sound accounting systems and procedures.

Communicate effectively, orally and in writing.

Prepare complex financial statements, reports, and analyses.

Work cooperatively with other departments and the general public.

Select, supervise, train, and evaluate professional, technical and clerical staff.

Prepare and present financial information effectively.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or business administration. A Master's Degree is also preferred but not required for City employment.

License or Certificate:

Possession of a valid California Driver's License.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 8 hours of sitting and vision accuracy (near); up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far); depth perception, field of vision, accommodations, color vision; up to 6 hours of face-to-face contact, verbal contact or public speaking, eye-hand coordination; up to 3 hours of lifting, carrying, pushing pulling 25 lbs. or less.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; detailed uninvolved instructions; simple to complex- reading, writing, and math skills; spatial; clerical; forming, synthesizing, coordinating, analyzing, compiling, computing, copying, comparing, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving; helping, performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

WORK ENVIRONMENT:

Director of Finance

CITY OF SAN PABLO

Page 4

Work is performed indoors; using a computer or other office equipment; working alone; working around or with others.