

## FINANCE OFFICER

### **Job Summary:**

Under the direction of the Administrative Services General Manager assists in planning, organizing and directing the City's financial and business functions including accounting, budgeting, purchasing, contract administration and tax and business licensing; supervises and evaluates the performance of assigned staff in purchasing, contract administration and tax and business licensing.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists the Administrative Services General Manager to plan, organize and direct a variety of programs, projects and activities related to financial programs and services such as accounting, budgeting, purchasing, contract administration and tax and business licensing.
2. Provides technical expertise, information and assistance to the Administrative Services General Manager regarding assigned functions; assists as needed in the formulation and development of fiscal policies, procedure and programs; advises the Administrative Services General Manager of unusual trends or problems and recommends appropriate corrective action.
3. Plans, organizes and implements long and short-term programs and activities designed to develop assigned functions and services and improve efficiency and effectiveness.
4. Directs the preparation and maintenance of a variety of financial reports, records and files related to City revenues, expenditures and budget.
5. Assists with the preparation of financial statements and other reports regarding the City's financial position and submits to the Administrative Services General Manager.
6. Communicates with executive management and other City personnel to coordinate activities and programs, resolve issues and conflicts and exchanges information.
7. Administers Workgroup contracts for services provided by outside firms according to established guidelines; assures that those contract services are provided efficiently and effectively.
8. Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates.
9. Directs the preparation of departmental budgets; assists with the development of preliminary and final estimates of City expenditures and revenues; assists with the preparation of the City budget; and audits and controls payment of invoices, payroll and other expenditures.
10. Directs the purchase, receipt, storage and distribution of supplies, materials and stock; directs the annual inventory of City property.
11. Enforces the City's tax and licensing regulations and directs the collection of license fees and other municipal revenues; assures the proper receipt, processing and security of revenues.
12. Administers the bingo, oil pipeline, taxi and cable television ordinances. Also administers certificates of public convenience and sales tax recovery.
13. Attends a variety of conferences, seminars and meetings and serves on committees as needed.
14. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Bachelor's degree in accounting, finance or related field or equivalent and four years increasingly responsible management experience in accounting and financial administration in a public setting.

**Knowledge of:**

- Principles and practices of municipal finance.
- Planning, organization and direction of the Finance Department and other assigned functions such as purchasing, contract administration and tax and licensing.
- Governmental taxation and revenues.
- Budget preparation and control.
- Generally accepted accounting and auditing principles.
- Purchasing and warehousing techniques and practices.
- Laws, codes and other regulations concerning municipal financial transactions, accounting and record-keeping.
- Modern office practices, procedures and equipment.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes regulations, policies and procedures.
- Local government organization, operations, policies and objectives.

**Skill and Ability to:**

- Plan, organize and administer financial services and programs for the City.
- Assist the Administrative Services General Manager and provide technical expertise regarding fiscal policies, procedures and programs.
- Assist with the preparation of the annual City budget and maintain budgetary controls.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Assist in the preparation of comprehensive financial reports.
- Direct the maintenance of official documents, records and files related to municipal financial transactions.
- Supervise and evaluate the performance of assigned staff.
- Administer work group contracts for services provided by outside firms.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Are subject to inside environmental conditions
- May be required to work evenings and weekends.