

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: FINANCE DIRECTOR

Department: Finance

FLSA Status: Exempt

Designation: Executive Management

Definition:

The Finance Director, working under the direction of the City Manager, directs, organizes and reviews activities of the Finance Department; provides highly responsible professional and technical assistance; and coordinates activities with other City departments, outside agencies and the public.

Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Finance Director performs the following:

- Develops and implement goals, objectives, policies and priorities related to Finance Department functions.
- Plans, organizes, and directs financial activities of the City including accounting, business licensing, budgeting, data processing, payroll, purchasing, revenue collection, and treasury.
- Develops, implements, and maintains accounting and budgetary systems; recommends changes to keep systems current and in compliance with accounting and regulations and procedures; prepares journal entries and maintains general and subsidiary accounting ledges, allocates cash investments and interest; reviews and approves accounting transactions.
- Organizes and coordinates the preparation and implementation of the City's operating and capital improvement budgets; monitors status and forecasts City revenues, expenditures, and fund balances; analyzes and responds to changing economic conditions; prepares general and technical reports.
- Oversees and manages City's Information Technology Support Services contract, including evaluating system requirements and recommending appropriate software and hardware to meet City needs.
- Assists the City Treasurer's office in carrying out the duties and responsibilities of monitoring and reviewing fund disbursements and cash balances; authorizing investment transactions as initiated by City Treasurer; preparation of treasury reports; establishing and

supervising bank accounts and providing daily review of banking activity reports; monitoring financial institutions and investment portfolio.

- Researches, prepares and presents financial and administrative reports and projects related to City policies, activities and issues to the City Council, the citizens, and outside agencies.
- Prepares the Comprehensive Annual Financial Report, interim and public financial statements, related work papers, and various other financial analyses and reports for the City, and for Federal, State or other outside agencies.
- Directs the preparation of financial reports as required by law; direct and coordinate activities with outside financial auditors; provide information and assistance.
- Represent the City at meetings of citizens, elected officials, committees and boards on financial and administrative matters of the City
- Review, evaluate and recommend improvements to the City and Agency's administrative and financial internal control systems and procedures; ensure legal and audit compliance.
- Selects, develops and manages professional, technical, and clerical staff; recommend departmental organizational changes.
- Provides technical expertise and assistance to the City Council and departments; responds to and resolves citizen inquiries as needed.
- Participates in the development and implementation of departmental goals, objectives, policies and priorities.

Qualifications:

Knowledge and Abilities:

- Principles and methods of governmental financial and business administration, particularly in the areas of accounting, budgeting, auditing, purchasing, business license, and treasury management.
- Knowledge of applicable federal, state and local laws, ordinances and regulations, specifically those regulating financial administration of City government.
- Principles and practices of organizational and personnel management.
- Data processing applications.
- Ability to develop, implement and maintain sound, ethical accounting and financial reporting systems and procedures.
- Effectively coordinate, supervise, evaluate and direct finance personnel and others as needed.
- Advanced understanding of principals, practices and techniques of public program administration.
- Maintain effective working relationships with the public, elected and appointed officials, management and employees.
- Provide clear verbal and written direction and guidance to staff, elected and appointed officials and the public, including effectively to make public presentations.
- High level of attention to detail.
- General office procedures, equipment and software.
- Read, interpret and apply policies, procedures, rules and regulations.
- Exercise independent judgment and decisiveness
- Ability to assess and evaluate data processing needs, and evaluate technical equipment

hardware and software.

- Follow oral and written instructions.
- Research, communication, analytical and report writing techniques.
- Advanced mathematical ability to include adding, subtracting, multiplying, dividing, and calculating decimals, ratios and percentages.
- Work cooperatively with staff, residents and other entities.
- Exercise confidentiality.
- Problem solve.
- Work under pressure with strict deadlines.
- Effectively communicate both written and verbal.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required)
- Bachelor's degree in accounting, finance, business administration, or related field (required)
- Master's degree in business or public administration or related field (preferred)
- At least five years of progressively responsible experience in accounting and financial work (required) – municipal finance preferred.
- At least three years in a supervisory capacity. (required)

Physical Requirements

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a calculator, 10-key, copier and computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.