

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: FINANCE DIRECTOR/CITY TREASURER

REPORTS TO: CITY MANAGER

TYPE Executive - Exempt

Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

Finance Director works under the general direction of the City Manager to plan, direct, manage, organize, and supervise the work of professional, paraprofessional and support staff of the Finance Department; to ensure short and long-range financial and budgetary planning, preparation, and reporting in accordance with governmental accounting, auditing and financial reporting (GAAFR) principles, and analyze, develop and recommend policies, procedures and process improvements for accounting systems, internal controls, and practices. This is an at-will executive classification and serves at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS:

Functions of this position include direction, coordination and supervision of the work of the Finance Department staff, and the review of the work for accuracy and compliance with legal provisions, departmental policies, and established accounting principles and procedures.

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, 20/20 vision (corrected), hearing ability adequate to take minutes of meetings, ability to speak and instruct articulately, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, regularly climbing two flights of stairs.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Effective leadership, problem solving, exercise discretion and independent, sound judgment within policy guidelines, communicate in English effectively both orally and in written form; and read and understand Federal and state laws and regulations and applicable technical information. Designs, plans and directs projects with City-wide impact. Ability to work weekends, evenings and long hours.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the agency. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct all details of departmental operations including long-range financial planning, operating and capital budget management, accounting, payroll, debt financing, banking and investment management, purchasing, utility billing/collection, licensing, financial grant management, and tax administration activities of the City.
- Recommend the selection and disciplinary action of the department's professional, technical and support staff employees.

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- Direct and participate in the development and implementation of fiscal policies, objectives and priorities.
- Plan, organize and direct the investment of City and Improvement District funds.
- Plan, organize and assist in preparation of the Citywide and departmental budgets; provide periodic budget performance reports to the City Manager, department heads and City Council.
- Review and/or direct the review of contracts and assure that expenditures are made in accordance with the terms and conditions of approved contracts.
- Direct the Citywide purchasing system, consistent with the purchasing ordinance and in accordance with accepted municipal purchasing procedures and systems of internal control.
- Manage fixed asset inventory system.
- Perform or direct the performance of those duties specified in Fort Bragg Municipal Code Section 2.16.070 and the relevant Government Code sections relating to the duties of a City Treasurer and Finance Director.
- Direct the City's accounting systems in accordance with proper municipal accounting procedures; provide support and response to the annual independent audit preparation and assure compliance with all relevant governmental accounting standards.
- Assist the City Manager, or designee, in budget preparation and management, including the monitoring of anticipated revenues, collections, and expenditures.
- Prepare or direct the preparation of fund balance projections and perform other budget-related functions as assigned.
- Administer transient occupancy tax and business license programs.
- Recommend, develop, and administer collection policies and procedures.
- Administer or direct the preparation of the City's payroll.
- Prepare and supervise the preparation of financial reports to State and Federal agencies as required.
- Research, analyze, prepare cost benefit analysis, and recommend alternatives for financing City services and capital projects, and advise the City Manager as appropriate.
- Analyze Federal, State and local legislation to determine fiscal impact on the City.
- Assist the City Manager, or designee, in contract negotiations through development of strategies and preparation of relevant financial information.
- Oversee the accounts payable/receivable functions, including utility billing.
- Analyze and develop recommendations on utility user fees and other charges for service as related to City costs.
- Manage the financial reporting functions for all City grants and capital projects.
- Administer assessment districts, special tax measures, bond issues, grant programs and other indebtedness programs.
- Administer lease-purchase programs.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer terminal, keyboard, and programs such as, but not limited to, financial and budgeting software, Microsoft Office, telephone, calculator, and copier.

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DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public finance administration, including accounting and auditing procedures, short and long-range financial forecasting, projections, and analysis, fiscal reporting, and revenue and expenditure monitoring and reporting programs.
- Principles of governmental operating and capital budgeting.
- Principles of municipal organization, administration, budgeting and purchasing.
- Principles of preparation and presentation of financial information in executive summary format, both oral and written.
- Principles of cash management and investments.
- Principles of debt management.
- Principles of costing pension benefit planning, risk management and procurement.
- Local and State laws, and administrative regulation affecting municipal financial operations.
- Cash management and investment programs.
- Federal and State laws affecting payroll, workers' compensation administration, unemployment insurance administration, CalPERS retirement programs, and other employee benefit programs.
- Principles of supervision, training and employee development.

Ability to:

- Plan, organize, delegate, supervise, monitor and evaluate the work of professional, paraprofessional, technical and support staff.
- Analyze and evaluate administrative and abstract accounting concepts and procedures.
- Devise new and/or revise policies and procedures to adapt to internal and external policy changes or legal mandates.
- Anticipate procedural or programmatic changes and select and assemble appropriate training materials for staff.
- Produce and manage the production of various comprehensive fiscal reports.
- Prepare or oversee the preparation and compilation of budgetary requirements to ensure completion of annual projected and adopted budgets.
- Read and understand contractual language.
- Understand and apply a wide range of federal, state, and local laws and regulations related to government fiscal operations.
- Manage the investments of City funds.
- Analyze and interpret fiscal performance data and determine cash flow needs.
- Review legislation and advise on implications and applications.
- Prepare accurate revenue and expenditure forecasts.
- Analyze and evaluate financial issues and exercise independent judgment in resolving problems.
- Select, supervise, train, evaluate, and maintain effective relationships with subordinate staff, City Manager, other Department Heads, Public Officials, other government agencies, and public.
- Write clear and concise reports.

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- Make public oral presentations.
- Develop and/or implement the installation of automated systems and procedures.
- Develop methods for compilation and preparation of financial reports and statistical statements.
- Understand and utilize data processing and specialized accounting operations in developing and/or revising departmental and related citywide policies and procedures.
- Evaluate and interpret auditing, statistical, and legal reports and documents.
- Supervise central accounting operations.
- Prepare or oversee the preparation of various types of accounting records and reports.
- Coordinate the development and review of all fees and indirect cost rates.
- Provide staff training in areas of accounting, cost reimbursement methods and procedures.
- Exercise sound judgment in sensitive situations.

MINIMUM EDUCATION/EXPERIENCE:

- A bachelor's Degree, from an accredited college or university, in public/business administration, accounting or a closely related field; and
- Four (4) years of professional accounting or auditing experience, preferably governmental;
- Two (2) years of responsibility in the development and supervision of staff in accounting and utility billing/collections.

DESIRABLE EXPERIENCE/EDUCATION:

- Master's Degree, from an accredited four-year college or university, in accounting, public or business administration or related field;
- Certified public accountant certificate;
- Public agency accounting experience;
- More than two (2) years of experience supervising staff in accounting and utility billing/collections.

SPECIAL REQUIREMENTS

- Possession of a valid Class C or higher California driver's license at the time of appointment.