



CITY OF ALBANY FINANCE DIRECTOR

Under general administrative direction, plans, organizes and directs the programs and activities of the Finance Department; functions as the Chief Financial Officer for the City; personally performs professional level work in support of all City financial activities; coordinates the production and administration of the City's budget; directs the City's purchasing functions; oversees activities and performance of many of the reporting, auditing, contract interpretation and other day-to-day functions; develops and directs departmental planning and operational goals and objectives and furthers City goals and objectives within general policy guidelines; provides highly responsible and complex professional assistance to the City Manager, City Council and operating departments in area of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council, and general administrative direction from the City Manager. Exercises general direction and supervision over professional, paraprofessional, technical and administrative support staff.

Class Characteristics

This is a department head classification responsible for the development and implementation of Finance services, including accounting, budgeting, information systems, collections, and purchasing. The incumbent develops and administers programs assigned to the Finance Department, including the investment of City funds and financial recordkeeping and reporting. This class requires the use of tact, discretion, and independent judgment. Assignments allow for a high degree of administrative discretion in their execution and a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, municipal fund accounting, grants accounting and compliance, revenue auditing and tax compliance, and fiscal management.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for all Finance programs, services, and activities, including accounts receivable, accounts payable, payroll, purchasing, taxation, fee collection and related financial functions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; provides data necessary for the City's cost allocation plan.
- Oversees the preparation, administration, and control of the City's operating budget and Capital Improvement Program; calculates cost distributions and provides for the production and distribution of preliminary and final budget documents.

- Develops short- and long-range financial plans, analysis, and forecasts, to enable the City to determine financial policy for achieving operating and capital improvement objectives within available financial resources.
- Coordinates the funding and expenditures of the various enterprises of the City into an integrated accounting and budgeting procedure which accurately reflects the entire current financial plan of the City.
- Reviews, evaluates, recommends and implements improvements to the City's administrative and financial internal control systems and procedures.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees as well as prepares reconciliation of journals, ledgers, and other accounting records, records and reports for submission to various regulatory and governmental agencies, and information and reports requested by the City Manager and City Council.
- Provides comprehensive financial management services and solves varied accounting and related problems.
- Directs the year-end closing of accounting records, prepares reports and work papers for annual audits, and ensures audit compliance.
- Oversees the preparation of the Comprehensive Annual Financial Report (CAFR), including narrative, financial, and statistical data.
- May participate in the City investment process with the elected City Treasurer; provides input on long-range investment policies and finance debt issuance as required; supports City Treasurer oversight of business license functions.
- Coordinates the activities of the City's financial software.
- Participates in City Council, committee, staff, and other public agency meetings and conferences; makes presentations of City financial status and operations to City Council and the public;
- Represents the City in meetings with governmental agencies, vendors, business and professional organizations and the public.
- Responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Oversees grant revenue and expenditures, including ensuring grant reporting is timely and accurate.
- Assists with risk management, including monitoring insurance changes and claims as well as assisting other departments with policies, procedures, and training.
- Assists the City Manager and City Council with financial policy development and review; ensures all policies are up to date and reviewed on a regular basis.
- Performs related duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- General principles of risk management related to the functions of the assigned area.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Governmental fund accounting, governmental accounting principles and general bookkeeping practices and procedures.
- Public agency financial statement preparation.
- Accounting for governmental grants.
- Financial auditing principles and techniques.
- Principles and practices of public agency budget development, administration and accountability.
- Purchasing and contract administration.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Plan, organize, administer, review, evaluate, and personally participate in comprehensive public agency financial management programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintain accurate financial records and prepare clear and accurate reports for informational, auditing and operational use.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Recommend an effective investment portfolio within the guidelines established by the City.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Make effective public presentations.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain strict attention to detail under deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with major course work in accounting, economics, business administration, public administration, or a related field; completion of graduate course work in accounting or finance and/or successful completion of the CPA examination is preferred. Five years of administrative experience in maintaining financial records and preparing statements, including three years in a supervisory capacity, preferably in a public agency or entity that utilizes fund accounting; experience in human resources is desirable.

Licenses and Certifications

Valid California Driver's License.

Certified Public Accountant (CPA) License, is highly desirable.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift and carry materials and objects weighing up to 25 pounds and push and pull materials and objects weighing 10 pounds or less with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification require a willingness and ability to work flexible hours, including to attend occasional off hours meetings.

Positions in this classification require the ability to complete and pass a 10-year employment history verification, which includes fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment with the City of Albany.