



CITY OF LEMON GROVE

Class Title: Finance Director
Department: Finance
Class Status: Management, exempt and at-will

GENERAL PURPOSE

To serve as the executive director of the department; to plan, organize and direct centralized accounting, licensing, human resource programs, risk management programs, information technology management; and to provide highly responsible and professional staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

This position receives general administrative direction from the City Manager and exercises direct supervision over all finance department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize and direct accounting functions including budgeting, purchasing, auditing, investing, and maintenance of the finance system;
- Establish and maintain internal control procedures and assure that state and federal standard accounting procedures are maintained;
- Assure compliance with California codes and regulations as they relate to financial issues;
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, making recommendations and improvements as needed;
- Prepare and present financial statements and reports to the City Council;
- Develop estimates of City revenues, expenditures and year end balances;
- Prepare City budgets;
- Respond to external auditors, directing staff as needed to provide information;
- Plan, organize, select and supervise the work of departmental staff, evaluate staff performance, set goals and provide training and motivation to ensure optimum production;
- Audit and exercise budgetary control over payment of bills, invoices, payroll and other vouchers;
- Administer the personnel program;
- Conduct new employee inductions and exit interviews to provide benefit information;
- Administer the worker's compensation and liability insurance programs;
- Administer the finance system, maintain users and accounts, perform upgrades and maintenance, provide user training and support, and interface with vendor technical support to resolve problems;
- Oversee the maintenance and upgrades of the City's personal computers, interface with technical support and conduct user maintenance as needed;
- Provide professional and technical advice and assistance to the City Manager and City Council on matters related to departmental functions;
- Maintain beneficial relationships with and respond to queries from City Council, City staff and the general public;
- Represent the City and participate in professional and public meetings and organizations, as appropriate; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

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

- A bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or related field. A master's degree in public administration, business administration or a related field is desirable; and
- Seven years of progressively responsible municipal accounting, including at least three years of responsible management and supervisory level experience.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license.

KNOWLEDGE OF:

- Advanced principles and practices of municipal accounting, fiscal planning, budgeting, administration, auditing, record keeping and reporting;
- Principles and practices of automated data processing systems as applied to accounting applications;
- Principles and practices of organization, administration and personnel management and leadership;
- Modern office procedures, methods and equipment, including computer equipment;
- Microsoft Network systems and Microsoft Office programs, including Outlook, Word, Excel, and PowerPoint;
- Principles of business letter writing and report preparation;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State, and local laws, codes and regulations.

ABILITY TO:

- Direct, plan and organize the activities of the department;
- Develop and administer sound departmental policies and procedures;
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations;
- Manage, motivate, direct, train, evaluate and coordinate the work of departmental staff;
- Prepare clear and concise administrative and financial reports;
- Interpret and apply Federal, State and local policies, laws and regulations;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding a variety of employee and personnel issues.

TOOLS AND EQUIPMENT USED

Office equipment, including office and mobile telephone, personal computer, computer server, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on contracts and other documents. Operate a multitude of office equipment.

WORK ENVIRONMENT

- Usually quiet office environment that can be fast paced;
- Meeting environments may be at night and/or moderately noisy; and
- Travel to attend meetings within and out of the City may require use of personal vehicle.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: June 7, 2005