



Finance Officer

Department/Division:	Finance
Reports To:	Deputy City Manager-Administrative Services
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	June 13, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under administrative direction, plans and directs the City financial reporting, auditing, budget, payroll, payables, accounting and revenue collections functions; directs and develops finance policies and procedures; oversees the development and administration of departmental and City budgets; performs related duties as required.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those that are non-essential job functions for this class.

1. Plans, directs and implements the fiscal management program of the City including budget monitoring, forecasting, collection and disbursement of all funds, accounting process and procedures; assists departments with budget development; prepares resolutions for budget adoption.
2. Plans, directs and coordinates City, Fire District, and Redevelopment Agency financial reporting and auditing activities; designs and implements procedures to conduct activities in accordance with related laws, ordinances, rules and regulations; provides liaison to auditors and ensures audit compliance.
3. Advises, and otherwise provides assistance to the Administrative Services Director, the City Manager, other department managers and the public regarding finance related issues.
4. Prepares and presents annual financial reports and resolutions to the City Council.
5. Supervises assigned staff.
6. Recommends and participates in the development of Finance related goals, objectives and policies; develops and administers the budgets for Finance functions.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree in Business Administration, Accounting, or closely related field; and eight years of progressively responsible professional experience in municipal financial or accounting work, including three years in a supervisory capacity or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in a related field is desirable.

Knowledge, Skills, and Abilities:

Knowledge of municipal accounting and finance administration principles, practices and systems; laws, regulations and reporting requirements pertaining to municipal finance administration; sources of revenue to fund municipal services; municipal budgeting processes; methods and techniques of supervision. Ability to plan, direct, and coordinate finance activities; develop and install sound accounting and financial reporting systems and procedures; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements:

None.

PHYSICAL DEMANDS

Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal occasionally.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odor or noise. Required to attend occasional evening meetings.