

CITY OF HEMET
DIRECTOR OF FINANCE

DEFINITION

Under general direction, functions as the administrative head of a City department composed of accounting, payroll, budget, Utility Billing, purchasing, business licensing, and data processing; participates in the development of policies related to assigned areas of responsibility, including the Redevelopment Agency; reviews and assists in the addressing of general City concerns as a member of the City's management team; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plans, organizes, and manages the fiscal management program of the City including budget preparation and monitoring, collection and disbursement of revenues, payroll, accounting, financial reporting and auditing, grant accounting, and investment of funds; manages centralized purchasing and contracting services for the City.
2. Monitors city compliance with various laws and regulations governing the administration of fiscal affairs, including the financial affairs of the Redevelopment Agency.
3. Reviews investments and cash flow; assists in developing policies governing the investment of City funds, implements adopted policies, and monitors the investment program; plans and directs the financing of long term debts for the City, Redevelopment Agency, and Housing Authority.
4. Supervises the compilation of budget requests, preparation of preliminary and final budget documents, and various transactions required for budget control and administration.

DIRECTOR OF FINANCE

EXAMPLES OF DUTIES (Continued)

5. Directs the preparation of revenue, expenditure, debt, costs, and other reports on departmental operations including an annual comprehensive financial report and monthly summaries of financial activities.
6. Provides advice and counsel to the City Council and staff on fiscal planning, revenue and expenditure projections, and related matters; conducts periodic studies and makes recommendations as to the appropriate level for fees and charges imposed by the City.
7. Participates in determinations regarding automated data processing and coordinates related hardware and software acquisitions.
8. Plans, manages, and coordinates risk management functions for the city including Worker's Compensation, liability insurance, medical plans, life insurance, and other employee benefits.
9. Coordinates departmental activities with other City departments and outside agencies.
10. Participates in City management staff meetings and may serve on special task forces or direct the conduct of projects having a general city-wide impact such as Council, Budget, and Revenue and Taxation Committees.
11. Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs or conducts staff training and development; reviews and evaluates employee performance; executes disciplinary action.

QUALIFICATIONS GUIDELINES

Education and/or Experience

1. Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree in public or business administration, accounting, or closely related field, and five years of progressively responsible experience in accounting work, preferably governmental, including at least three years in a supervisory capacity. A master's degree in a related field is desirable.

QUALIFICATIONS GUIDELINES (Continued)Knowledge, Skills, and Abilities

Knowledge of governmental accounting and finance administration principles, systems, procedures, reports, and practices; management and organization theories, principles, practices, and methods; the laws and regulations which govern finance administration; treasury management and investment programs available for governmental funds; sources of revenue to fund City and Redevelopment Agency services and budgeting processes. Ability to analyze financial issues as they relate to City services; develop programs to fund City services; deal effectively with subordinates, supervisors, peers, and the general public; learn the systems, procedures, and reports which make up the City's finance program, and data processing; effectively direct subordinates and develop cooperative working relationships with City staff and elected officials.

Special Requirements

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.