



Class Code: 055
WP Code: FINDIR
Established: 06/1998
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EEO Code: OFF/ADMIN

CLASS SPECIFICATION

City of Newark, California

FINANCE DIRECTOR

POSITION DESCRIPTION

Nature of Work: Under general direction of the City Manager, directs activities of the Finance Department; performs advanced professional, analytical, and administrative work; advises on financial matters; conducts complex analytical studies and works on special projects; develops and manages the City's biennial budget; participates as a member of the City Manager's Executive Team in consideration of general City policies, programs, and concerns; and performs related work as assigned.

Class Characteristics: This single class position has Department Head status and performs a variety of professional and administrative duties in managing the Finance Department. The employee is responsible for developing the Five Year Forecast, the Comprehensive Annual Financial Report (CAFR), and the Biennial Operating Budget. The employee serves as financial advisor conducting financial forecasts, managing investments, and advising the City Council, City Manager and Department Heads on matters involving the City's financial condition. The employee directs accounting, finance and treasury activities ensuring that all activities are carried out in accordance with Generally Accepted Accounting Principles (GAAP).

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

Plans, organizes, directs, and evaluates the activities of the Finance Department.

Conducts financial forecasts, manages investments, recommends financing sources, and advises on matters involving the City's financial condition.

Develops and monitors accounting policies, procedures and guidelines to ensure proper control of the City's finances.

Develops investment guidelines for City Council approval, and recommends financing alternatives.

Prepares, analyzes, and monitors the City's biennial budget and provides periodic reports to the City Manager on the financial condition of the City.

Finance Director

Recommends policy options in the preparation and monitoring of the budget in order to ensure the financial health of the City.

Develops the City's Five Year Financial Forecast and assists the City Manager in presenting it to the City Council.

Assists in development of the Capital Improvement Budget.

Prepares a variety of financial reports and cost studies for management personnel, City Manager, and/or City Council including the Comprehensive Annual Financial Report (CAFR).

Analyzes proposed new programs or enhancements to existing programs and prepares reports on cost implications and funding alternatives.

Conducts analytical studies and works on projects related to the activities or the operations of the City.

Establishes finance, treasury and purchasing policies, procedures and guidelines.

Coordinates Division activities within the Division, other City staff, and outside agencies.

Presents oral and written reports to the City Manager, City Council, outside agencies, and community groups on a variety of City administrative matters.

Keeps City up to date on all facets of financial developments.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles, practices, and techniques of public administration, governmental accounting, grant accounting and public financing.

Budgetary principles and practices, including the development and management of capital improvement budgets.

Financial and economic analysis techniques to determine feasibility and cost benefits of projects, labor utilization and purchases.

Organizational planning techniques and methods including forecasting, goal setting, staffing, analyses and work planning.

Finance Director

Business applications, functions and programs for personal computers.

Ability to:

Plan, organize and direct a variety of administrative activities including finance, accounting, and treasury functions.

Select, train, motivate and evaluate assigned staff.

Establish and maintain effective working relationships with the general public, City departments, City officials and private agencies.

Work cooperatively with State, County and Federal government agencies.

Review, organize, and develop technical documents, proposals and reports.

Prepare clear, concise, and complete statistical and technical reports and written correspondence.

Exercise sound independent judgment within general policy guidelines.

Analyze complex problems, evaluate alternatives, and make creative recommendations.

Make persuasive presentations of ideas, concepts and recommendations.

Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.

Represent the City effectively in meetings with others.

Experience and Training:

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

Experience:

Five years of progressively responsible professional work in finance, accounting, budget, management analysis, or a closely related field including at least three years supervisory experience. Experience must demonstrate a working knowledge of finance, accounting and supervisory functions.

Finance Director

Training:

Bachelor's degree from an accredited college or university in finance, accounting, management, business administration, public administration, public policy, or a related field. A master's degree is desirable.

License: Possession of or ability to obtain a valid California Class C driver's license.

Probationary Period: 12 Months

FLSA: Exempt