

## **CITY OF IRWINDALE**

### **FINANCE DIRECTOR/CITY TREASURER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Finance Department including cash management, investments, general accounting, payroll, purchasing, budgeting, capital projects, financial reporting, grant administration, and debt service administration; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all Finance Department services and activities including cash management, investments, general accounting, payroll, purchasing, budgeting, capital projects, fixed assets, financial reporting, grant administration, and debt service administration.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within department policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal control and reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the Finance budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Prepares, manages, and coordinates the development of the City's general budget and capital improvement budget; coordinates the City budget process; develops revenue forecasts and monitors expenditures; discusses and resolves budget issues with appropriate staff.
9. Monitors and maintains records, journal entries, and fund accounting and prepares financial reports for the City, its separate agencies, and unique activities such as mining and reclamation.

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10. Oversees, reviews, and participates in the preparation of audits; consults with auditors; provides records and documentation throughout the auditing process.
11. Administers bond programs and secures tax-exempt and other types of financing; oversees bond issuance and refinancing.
12. Oversees the administration of City grants special revenue funds, and assessment districts.
13. Ensures that the City complies with Other Post Employment Benefits (OPEB) accounting and reporting requirements; oversees the City's OPEB trust account.
14. Oversees the City-wide purchasing function.
15. Directs and participates in all treasury management activities; manages the City's investment portfolio maximizing income and safety through daily and long range investment policies.
16. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; analyzes fiscal impact on all Council reports.
17. Represents the Finance Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
19. Participates on a variety of boards, commissions, and committees.
20. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of finance; incorporates new developments as appropriate.
21. Responds to and resolves difficult and sensitive citizen inquiries and records request.
22. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive finance program.
- Advanced principles and practices of financial management.
- Advanced principles and practices of general, fund, cost, and governmental accounting.
- Advanced principles and practices of program development and administration.
- Office procedures, methods and equipment including computers and applicable software applications.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of treasury operations including cash management, internal control procedures, and investment management.
- Principles and practices of purchasing.
- Principles and practices of grant administration, accounting, and reporting.
- Principles and practices of automated financial systems.
- Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Manage and direct a comprehensive finance program.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Prepare and deliver presentations to City staff and the City Council.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of 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:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

**Experience:**

Eight years of increasingly responsible financial management experience including three years of management and administrative responsibility in a municipality or other government agency.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Normal office setting; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Incumbents require sufficient mobility to work in an office setting and operate office equipment; stand or sit for prolonged periods of time.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

**Hearing:** Hear in the normal audio range with or without correction.