



## **JOB DESCRIPTION**

### **Chief Financial Officer**

**Date Prepared: October 2013**

**SUMMARY:** Under administrative direction, plans, organizes, coordinates and directs all accounting and finance activities for the City.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, organize, coordinate and direct subordinate staff in the daily operations of various accounting and finance activities; conduct regular staff meeting; provide performance evaluations; reward and/or discipline employees.
- Oversee and provide direction for the preparation of annual financial statements, annual operating budget, bank reconciliations, and quarterly financial reports.
- Prepare reports and performs analysis for City Council, City Manager and department heads; prepare agenda items for City Council meetings.
- Manage compliance with generally accepted accounting principles and annual state and federal reporting.
- Review policies and procedures; provide recommendations on financial topics.
- Oversee all debt, including compliance with all annual reporting and annual payments; conduct phone discussions with bondholders, trustee and banks to resolve problems or issues.
- Read, prepare and answer e-mails, phone calls and correspondence from internal and external sources.
- Investigate, resolve, address and/or respond to issues, complaints or inquiries from external entities or within the City; responds to requests for service or assistance; coordinate activities with other City departments.
- Prepare, host, attend and respond to various internal and external meetings.
- Demonstrate courteous and cooperative behavior when interacting with visitors, the public and City staff; maintains confidentiality of work-related issues and City information.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Accounting, Finance or a closely related field; AND five years professional government accounting experience, including three years of supervisory or management experience. A Master's degree or Certified Public Accountant license is highly desirable.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgments.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Managing staff; delegating tasks and authority; and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, external auditors, external public and private agencies and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Possession of a valid California State Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.