

FINANCE DIRECTOR

DEFINITION:

The Finance Director plans, manages, supervises, organizes and directs the activities and programs of the Finance Department. This position is responsible for the development, implementation and maintenance of the City of Emeryville and the Emeryville Redevelopment Agency financial operations including budget, payroll, business license and revenue collection, accounts payable, investments and payments of obligations. This position is responsible for the City's information systems, assures compliance with applicable codes and standards, coordinates and oversees audits, performs related duties as required.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive list of all of the duties and responsibilities of the classification.

Develops and implements procedures, goals and policies related to accounting systems, municipal revenues (including business taxes, permits, licenses and Marina berth rentals), purchasing/accounts payable and payroll.

Develops and implements improvements to accounting, budgeting, revenue collection, purchasing/accounts payable, payroll and financial reporting procedures; implement new procedures as required.

Supervises, trains and evaluates assigned staff; directs the preparation and analysis of various financial statements, schedules and reports; insure compliance with federal, state, county and other financial reporting requirements.

Supervises cashiering functions, including the collection and processing of fees and charges to assure that daily receipts are properly recorded and deposited.

Supervises grants management functions, including all reporting and auditing requirements.

Analyzes the financial information needs of City departments and develop financial systems to fulfill those needs; evaluates the effectiveness of current systems and procedures.

Establishes accounting controls in accordance with standard audit requirements; assists external auditors in the annual fiscal audit and coordinate all City/Agency resources required to complete annual audit.

Directs and coordinates the preparation of the city-wide operating budget; reviews and updates revenue and expenditure estimates for use by City departments; prepares a mid-year analysis of budgeted revenues and expenses.

Develops, recommends and implements city-wide information technology plan.

Develops recommends and implements investment policies and procedures; manages debt of the City and Redevelopment Agency; plans and secures financing for capital projects.

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Assists in preparation and monitoring of the City/Redevelopment Agency Capital Improvement Program.

Prepares staff reports, resolutions, etc. for presentation; makes oral presentations to staff, departments and City Council.

Implements and monitors financial aspects of City and Redevelopment Agency agreements including development agreements, participation agreements and revenue sharing agreements.

QUALIFICATIONS:

Knowledge of principles and practices of general municipal government accounting, auditing and financial reporting, including Redevelopment Agency requirements; principles and practices of financial administration including budgeting, revenue collection, purchasing/accounts payable, payroll/benefits and financial reporting; modern office practices, procedures, methods and equipment; laws regulating public finance (for municipalities and redevelopment agencies); principles of supervision, training and performance evaluation; data processing systems and practices; the English language including correct spelling, punctuation and grammar; effective methods of verbal communication; personal computer systems and associated hardware and software utilized for financial and accounting purposes.

Ability to analyze, interpret and explain department policies and procedures; develop, revise, install and utilize manual and automated accounting systems and procedures; prepare varied financial statements, reports and analyses; supervise, train and evaluate assigned staff; communicate effectively both verbally and in writing; establish and maintain effective working relations with those contacted during the course of the work; utilize appropriate computer systems, software and equipment in the performance of the work; perform related physical and other job-related duties.

EDUCATION/EXPERIENCE:

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

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or public administration. Masters degree is desirable.

Experience:

Four years of progressively responsible experience in accounting and financial analysis including considerable administrative and supervisory experience.

SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent participates in a variety of meetings on a regular frequently requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.