

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

TITLE: CHIEF FINANCIAL OFFICER
Created: JUNE 2010
FLSA Status: Exempt
Job Code: 1150

DEFINITION

Under administrative direction, directs and supervises activities of the Finance Division of the Administrative Services Department; participates in City-wide financial activities; performs professional accounting work; participates as a member of the Department's management team in departmental policy development, administrative planning, and addressing of departmental issues; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position, at-will classification. The employee is accountable to the Department Head and City Manager to ensure that accounting, investment, and financial functions are carried out in accordance with the Municipal Code, Governmental Accounting and Auditing Standards, Federal and State laws (including those related to grants), and departmental policies. Assignments may be specific or general with only desired results being specified. Recommendations on improvements to Division activities are expected. The employee is responsible for complying with all City safety requirements and practices. Additionally, the employee is responsible for ensuring that any direct reports also comply with all City safety requirements and practices. This position is distinguished from the Accounting Supervisor classification in that the latter is a first level supervisor of the Finance Division's transactional functions including the payroll, accounts receivable, cash receipts/accounts receivables and business license sections.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the classification.

1. Plans, organizes, directs, and coordinates all Finance Division activities including accounting, budgeting, investment, payroll, and business license programs. Prepares and administers the Division's budget.
2. In conjunction with the Department Head, develops the City's two-year operating budget and long term financial plan documents.
3. Supervises and participates in the examination, analysis, and verification of budgetary records including accounting, payroll, treasury disbursements, and purchasing; prepares or directs the preparation of a variety of financial statements and statistical reports.

4. Drafts and makes recommendations in the development of City-wide financial policies and procedures. Develops procedures for handling accounting and financial activities including pre-audit, posting of revenues and expenditures, payroll, purchasing, assessments, business license, and other activities; reviews and recommends amendments and revisions to codes and ordinances dealing with accounting or financial activities. Oversees the review and audit of the internal controls related to cash handling procedures in all divisions within the City and makes recommendations as appropriate.
5. Manages the City's financial audit process and oversees the preparation of the City's Comprehensive Annual Financial Report. Assist the Department Head in supporting activities of the City's Finance Committee.
6. Under general direction Department Head, invests and monitors the City's cash portfolio according to City Council policy; develops investment policy for consideration by the City Manager, Finance Committee chair and the full City Council; and develops cash flow forecasts to determine the funds available for long term investments.
7. Supervises, evaluates, and provides work direction and coordination for Division staff; evaluates Division staffing arrangements, staffing levels, and work assignments, and makes necessary recommendations to the Department Head; sets performance standards for Division staff and evaluates performance, including professional growth and development goals; submits hiring and other personnel action recommendations for Division staff to the Department Head.
8. Drafts staff agenda reports and may make presentations to the City Council, Commissions, and other groups of a financial nature relating to the City's budget and financial forecast.
9. May negotiate agreements for the Division with other public and private companies.
10. May be assigned special projects and other duties, as needed

QUALIFICATIONS:

Thorough knowledge of the principles, methods, and practices of municipal and governmental budgeting, accounting, auditing, treasury management, and revenue and business license administration; local government investment policy, investment strategies, interest bearing instruments, and cash flow forecasting; and laws affecting municipal finance administration.

Skill in planning, organizing, and directing work of the Finance Division; supervising, training, and evaluating assigned staff; communicating effectively in English both orally and in writing, making presentations, and preparing written reports; interacting effectively with City staff, elected officials, and representatives of various public and private agencies; establishing and maintaining effective working relationships with others; understanding, interpreting and applying complex guidelines.

Ability to analyze fiscal problems and make sound policy and procedural recommendations; prepare complex technical and analytical reports; and effectively utilize computer applications and technology related to the work.

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

Education: A Bachelor's degree from an accredited four-year college or university is required, preferably with a major in Accounting, Business or Public Administration, with an emphasis in Accounting or Finance. Certified Public Accountant designation is desirable.

Experience: Five years of progressively responsible experience at a professional accounting level, which includes supervisory responsibilities in accounting or finance administration. Experience in a public agency is preferred; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities listed below.

Special Requirements/ Working Conditions/Physical Requirements:

Possession of or ability to obtain prior to employment, a valid Class C California Driver's License and a good driving record.

Essentially all of the employee's working hours are spent in an office. Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase departmental efficiency and improvement of services. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

Physical requirements:

Ability to sit for long periods of time, stoops, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions; exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body; hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen.