

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

DIRECTOR OF FINANCE

Civil Service Status:	Exempt	Bargaining Unit:	Non Represented Employees
Probationary Period:	At-Will	Approved by City Council:	3/16/09
Classification Series:	Finance	Resolution No.:	2009-27
FLSA Status:	Exempt		

*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.*

DEFINITION

Under general direction from the City Manager, this executive position plans, directs, supervises and coordinates financial planning, accounting, revenue administration, data processing, purchasing, preparation of payroll, investments, telecommunications accounts, billing and collection of water utility and other user charges; to provide highly responsible professional and technical staff assistance to the City Manager, City Council, and departments; and performs other related work as required.

EXAMPLE OF 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.

- Directs and participates in the review of all financial transactions;
- Controls the expenditure of appropriated funds, enforces compliance with generally accepted standard accounting systems and fiscal procedures;
- Plans and develops accounting procedures for recording and maintaining accounting records;
- Assists in budget preparation by estimating anticipated revenues, expenditures and fund balances;
- Establishes procedures for and directs the billing and collecting of water utility charges and collection of revenues due to the city;
- Provides information of fund appropriation balances and prepares financial statements and reports such as monthly expenditure revenue reports;
- Prepares and supervises the preparation of the City payroll and maintenance of payroll files and records;
- Selects, supervises, trains, and evaluates assigned staff;
- Supervises the City's electronic data processing, purchasing operations and telecommunications accounts;
- Attends City Council and other appropriate meetings to explain financial matters;
- Coordinates fiscal operations with City departments;
- Prepares and submits the required documentation for the annual street lighting assessment district and the annual CalPERS retirement rate resolution;
- Reviews, approves, and audits payments, invoices, payrolls, and demands;
- Performs as the City's Treasurer, and Community Development Commission Treasurer;
- Prepares and supervises the preparation of reports (e.g., Community Development Commission annual report to the State Controller and other reports (e.g., Statement of Indebtedness);
- Manages and monitors the County Pass-Through Agreements;
- Maintains historical records of the assessed valuations and sales tax generation of all of this redevelopment project areas;

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- Manages project, financial, installment, and lease agreements;
- Evaluates and manages municipal bonds offerings and coordinates bond information requests between trustee and bond holders;
- Supervises independent auditors and accountants;
- Formulates and implements departmental rules, procedures, and policies;
- Provides support to the City's Municipal Employee Relations Officer in all matters of employer-employee relations and performs related work as required;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM 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:

- The principles and practices of governmental accounting, budgeting, auditing, purchasing;
- Ordinances, resolutions, and laws affecting municipal financial operations;
- Principles, practices, and working knowledge of computer software design;
- Financial planning and cash management;

Skills:

- Possesses skills and knowledge to use personal computer, to utilize word processing software for general correspondence, and spreadsheets to create financial reports;

Ability to:

- Compile and analyze financial records and reports;
- Maintain effective financial controls and prepare accurate and timely financial and statistical reports;
- Handle confidential information with discretion;
- Organize and administer departmental services in an effective and efficient manner;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective relationships with the City Council, staff, fellow employees, and the public;
- Plan assign, and direct the work of subordinate employees;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;

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- Foster a teamwork environment;
- Plan, organize and prioritize work duties and assignments;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- To initiate, recommend and carry out personnel actions as required;
- Deal calmly with rude or angry people;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Assume responsibility for maintaining a safe working environment;

Education and Experience Guidelines – *Any combination of equivalent education, training 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:

Graduation from an accredited four-year college or university with a degree in accounting, business administration, public administration, or other closely related field.

Experience:

Five (5) years of increasingly responsible administrative experience involving financial management, preferably with a governmental agency, including two (2) years in a supervisory capacity.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.