

CITY OF COVINA

DIRECTOR OF FINANCE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Finance Department which includes budgeting, treasury, general accounting, auditing, cash management, debt management, long-term capital and financial planning, payroll processing, utility billing, centralized payroll, business licenses, and financial information systems; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Finance** is the administrative management level class which oversees all functions and operations of the Finance Department and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration and reporting of a diversified budgeting, debt management, long-term capital and financial planning, accounting, investment, billing, and financial information services operation for the City, the Redevelopment Agency and special districts. This classification is distinguished from the next higher classification of Assistant City Manager in that the latter has overall responsibility for assisting in the administration of all City Departments and operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager and/or Assistant City Manager. Exercises direct and indirect supervision over professional, technical and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Finance Department activities and services, including activities associated with citywide budgeting, treasury, general accounting, auditing, payroll processing, utility billing, business licenses, grant administration, and citywide financial information systems; coordinates the City's investment portfolio as authorized; coordinates activities with other City officials, departments, Covina Redevelopment Agency, special districts, outside agencies, organizations, and the public.
- Plans, develops and implements departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans and directs the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

- Directs and manages the purchase of supplies, materials and equipment for the City.
- Oversees the selection, training and evaluation programs for all Finance personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Directs and participates in all financial management and financial information system activities; manages and coordinates the City's investment portfolio, administers debt financing and capital improvement programs and secures tax-exempt and other types of financing; reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of specific studies, fiscal and budgetary analyses and projections.
- Serves as liaison with federal, state, regional, county, city, and special district agencies; provides responsible and complex staff support to the City Council, City Manager and Department Heads; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Finance activities.
- Prepares and administers the Finance budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plan, organize and develop the City's annual operating and capital improvement budgets.
- Serves as a financial resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Services as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance, portfolio management and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Finance**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and extensive experience in financial management, including at least three years in an administrative or supervisory capacity, and a bachelor's degree in accounting, business administration, finance, public administration, or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Certification as a Certified Public Accountant (CPA) is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of finance and financial information systems administration, organization and operation; principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; principles and practices of budget and capital improvement administration; principles and practices of long-term financial planning; network based computer applications and design; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including those related to investments and utility billing; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; balance Finance and Citywide budgets; attend evening meetings as required; prepare clear, concise and complete financial statements, reports and written materials; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and

develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.