



City of Commerce

DIRECTOR OF FINANCE & CITY TREASURER

Department:	Finance	Class Code:	2005
Revised Date:	August 2009	FLSA Status:	Exempt

GENERAL PURPOSE: Under limited supervision, performs complex management and technical duties as the City of Commerce Chief Financial Officer and City Treasurer, with responsibility for directing the Finance Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs Finance Department staff and operations including accounting, budget, financial reporting, audit coordination, debt and investment management, information technology, business licenses and purchasing.
- Provides leadership, direction and guidance in financial strategies and priorities; recommends financial resource requirements and goals.
- Assures the integrity of the financial work products, processes and procedures to safeguard the City's assets; monitors accounting documents for accuracy, completeness, and compliance with Federal, state, and City policies and practices.
- Plans, coordinates, and directs the Finance Department operations; establishes priorities, coordinates operations, and assures program objectives and standards are defined and meet the City goals.
- Directs the City's financial reporting and budgeting functions; monitors analysis of budget and financial variables, revenue cycle and financial planning activities; coordinates financial reporting and development of financial statements.
- Analyzes financial and resource information on City operations; reviews and monitors status reports, and recommends appropriate actions and plan modifications.
- Directs the daily activities of the Finance Department management and staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Assures effective communications; interprets and explains Federal, state and City fiscal rules and regulations; evaluates policies and procedures, and recommends solutions.
- Maintains the absolute confidentiality of all records and information.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration, or related field; AND five year's public sector accounting and management experience.

JOB DESCRIPTION

Director of Finance/City Treasurer

Required Licenses or Certifications:

- Must possess a valid California Driver's License; CPA certification is preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial administration.
- Government Accounting Standards Board (GASB) standards, recommended practices and policies.
- Applicable state and federal statutes, rules, codes and regulations, including California Department of Housing and Community Development standards and policies.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Project management and negotiation principles and techniques.
- Business and personal computers, and financial spreadsheet software applications.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Understanding and applying accounting standards and procedures, internal controls, and applicable Federal and state rules and regulations.
- Analyzing and interpreting financial documents and trends, and reviewing financial reports.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Meeting critical time deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.