



City of Cudahy (CA)  
**FINANCE DIRECTOR**

<b>CLASS CODE</b>	CUD-027	<b>SALARY</b>	\$72.14 - \$87.69 Hourly \$12,504.00 - \$15,199.00 Monthly \$150,048.00 - \$182,388.00 Annually
<b>ESTABLISHED DATE</b>	June 06, 2023	<b>REVISION DATE</b>	June 14, 2023

### Class Concept

#### DEFINITION:

Under the general administrative direction of the city manager, plans and manages the finance functions of the city, including accounting, budgeting, payroll, purchasing, successor agency, Community Development Block Grant (CDBG) program, business license, risk management, information technology and special studies and programs as assigned by the city manager; manages internal and external audits; oversees revenue and expenditure projections; and performs other related duties as required.

### Examples of Duties

#### EXAMPLES OF ESSENTIAL DUTIES:

*The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.*

- Develops and implements goals, objectives, and priorities, working closely with the city manager, related to the city's finances; provides general supervision over staff engaged in finance and accounting related work; assists the city manager in the administration city wide budget.
- Assists the city manager in the coordination and preparation of the city's annual operating budget; prepares city revenue estimates; checks revenue and expenditure estimates and forecasts; participates in budget meetings with city staff; compiles proposed and adopted budgets for publication.
- Manages the city's finances, investments, payroll, and purchasing.
- Monitors and participates in the city's accounting activities, including accounts payable, receivable, purchasing and payroll; reviews purchases and contracts for compliance with city ordinances, rules and procedures, and to determine that expenditures are made in accordance with the terms of the contract.
- Serves as the fiscal officer for the city's successor agency.
- Plans and develops accounting procedures for bookkeeping and processing of claims, expenditures, purchases, budget data, salary warrants, receipts and subventions, journal entries, and the general ledger.

- Supervises assigned staff; reviews employees' work; performs staff evaluations; instructs staff in policies and procedures.
- Assists managers and supervisors in financial matters pertaining to city operations.
- Compiles and prepares required state and federal reports for various government agencies; reviews, analyzes, evaluates, and implements improvements to fiscal control systems and procedures; works with independent auditors on annual audit compliance.
- Reviews, evaluates, and recommends improvements to the city's administrative and financial internal control systems and procedures and ensures audit compliance.
- Prepares monthly financial reports for the city council, city manager, and staff.
- Supervises general government operations, including front counter reception, information technology, and business license program.
- Reviews federal and state legislation for possible impact on city programs; prepares analysis of legislation for city council review, including recommendations; and prepares letters to legislators and committees concerning legislation affecting city programs.
- Checks appropriation balances and recommends transfer of funds to other appropriation funds as necessary.
- Conducts internal training sessions in the areas of finance.
- Performs special studies and duties as assigned by the city manager.
- Assists the city manager with administrative details concerning city finances and advises of cost saving or revenue producing programs.
- Oversees the investment of city funds and revenue bonds.
- Coordinate debt issuance, working with underwriters and rating agencies.
- Represents the city administration's financial services to citizens, organizations, auditors, and other city agencies and governmental organizations; informs, answers inquiries, interprets policies, procedures, and actions; responds to problems by analyzing and developing recommendations for resolutions by instituting programs, procedures or systems.
- Participates in cross-training and provides back up to other staff; assists other office personnel in performing related administrative support functions; serves as a backup to other finance and/or city functions.
- Manage Information Technology systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs. Oversees security of systems, networks, and enterprise information. Acts as support for information technology services, system development and network services.
- Act as administrator relating to Risk Management and coordinate any claims. (coordinates with Human Resources on workers compensation claims.)
- Establishes positive working relationships with city staff and the general public.
- Assumes responsibility for ensuring the position's duties are conducted in a safe and efficient manner.
- Assists with sensitive customer relations situations, and requests for information.
- Performs other duties as assigned.