

CITY OF NEEDLES, CA.

JOB DESCRIPTION

DIRECTOR OF FINANCE

EMPLOYMENT CLASSIFICATION

☒ Unclassified. ☐ Classified ☐ FLSA Exemption. ☐ Confidential

DEPARTMENT: Finance

REPORTS TO: City Manager

PURPOSE/OBJECTIVE OF JOB: The Director of Finance has primary responsibility for overseeing the operations of the City's Finance Department. These responsibilities include, but are not limited to, purchasing, accounts payable/receivable, internal controls, accounting, budget management, payroll/employee benefits, personnel procedures, and data processing activities. Supervises, directs and evaluates all staff within the Finance Department.

LEVEL OF SUPERVISION REQUIRED: Under the general direction of the City Manager

SUPERVISORY RESPONSIBILITIES: Supervises, directs and evaluates all staff within the Finance Department.

WAGE RANGE: Range 183 – Starting at \$57.72

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following as essential components of the job:

1. Prepares statements and reports on the financial affairs of the City of Needles
2. Directs the preparation of revenue, expenditure, and other reports
3. Consults with and advises the City Manager on the financial condition of the City of Needles
4. Directs City-wide purchasing system consistent with the purchasing ordinance and in accordance with generally accepted municipal procedures and systems of internal control
5. Administers the fixed asset inventory system

6. Administers the City's accounting systems in accordance with proper municipal accounting procedures, including preparation for the annual audit
7. Assists the City Manager in budget management, including monitoring of anticipated revenues and expenditures
8. Ensures that the City's payroll, employee benefits programs and personnel procedures are carried out correctly
9. Supervises, and is responsible for, the disbursement of all monies and has control of all expenditures so that budget appropriations are not exceeded; oversees the preparation of the warrants register
10. Responsible for all powers and duties set forth in Section 710 of the City Charter

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Municipal finance
2. Human Resource management
3. Principles and practices of governmental budgeting and controls, accounting, auditing, financial reporting, cash management, and investments
4. Computer accounting systems and software

Ability to:

1. Display strong leadership and interpersonal skills; demonstrate oral and written communications skills
2. Manage, plan, schedule and direct complex projects
3. Establish effective working relationships with the City Council, boards and commissions, employees, internal and external customers, and management
4. Use mathematical skill sets and perform financial calculations
5. Recruit, supervise, train and evaluate department staff

ESSENTIAL POSITION REQUIREMENTS:

Any combination equivalent to experience and education that would provide the required knowledge and abilities as stated above. A typical way to obtain the knowledge and abilities would be:

1. Possess a Bachelor's degree with major course work in public administration or business administration or a related field, or an equivalent combination of experience and education that provides the knowledge, skills and abilities to perform the work required. A Masters degree and/or Certified Public Accountant designation is desirable
2. Must have five (5) years of increasing managerial responsibility in local government or private industry with responsibilities that included budgeting long/short term planning, cost and productivity control, financial management, personnel management, contract negotiations, governmental relations, customer and community relations

MARGINAL POSITION REQUIREMENTS:

Possess a valid Class C Driver's License and demonstrate a satisfactory driving record.

Ability to pass pre-employment physical and drug test.

Be able to qualify for any fidelity or other bonds required for employment as Director of Finance

ESSENTIAL PHYSICAL REQUIREMENTS:

Ability to: Reach, turn, bend or stoop, move from one location to another.

Frequent: speak clearly and correctly, sit for long periods, hear, handle, climb.
Visual acuity near, less than 20 inches
Perform one or more of the following functions simultaneously:
Reach, turn, move, bend or stoop, from one position to another,
handle materials, read, write, speak, sit and hear.

ENVIRONMENTAL EXPOSURES:

Moderate: Noise intensity levels, chemicals (office supplies), and lighting.

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Job Description Modification History
March, 2024