



POSITION DESCRIPTION

Title:	Administrative Services/Finance Director	Department:	Finance
Type:	Regular	FLSA Status:	Exempt
Pay Range:	Executive	Revised:	07/2019

DEFINITION

The Administrative Services/Finance Director is an executive management-level classification responsible to plan, direct, manage, and oversee assigned activities and operations including: finance, accounting, purchasing, payroll, accounts payable/receivable, revenue collections including TOT/TBID, human resources, and other related support services; act as Town Treasurer; coordinate required functions with other Town departments and outside agencies. The position provides highly responsible and complex administrative support to the Town Manager. This is a single position, executive department director level class with responsibility for program development and implementation of goals, objectives, policies, and priorities for department activities. Incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies, regulations, and laws. The position is a key member of the Town's Executive Management Team.

SUPERVISION RECEIVED AND EXERCISED

Position is appointed by the Town Manager and reports to the Town Manager. The position exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide management responsibility for operational services and activities pertaining to accounting, budgeting, treasury, revenue collection, auditing, payroll, purchasing, and other related support services and functions.
- Oversee Human Resources, including handling sensitive personnel matters; overseeing recruitments, training, and workers comp cases; managing and mentoring other Human Resources staff; and working on long-term personnel related matters such as succession planning.
- Works with other Town staff, elected officials, and outside agencies; explains and interprets Town administrative programs, policies, procedures, and activities; negotiate and resolve sensitive, significant, and controversial issues; responds to and resolves inquiries and complaints.
- Lead and manage the development and administration of the Town and Departmental budgets; direct the monitoring of expenditures and revenues; prepare and implement budgetary adjustments.
- Administration and implementation of employee Memorandums of Understanding (MOUs), laws, policies, and regulations.
- Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.

- Develop and monitor Town revenues and appropriations by fund and department, and assist in monitoring budget for departments and projects, including the preparation and distribution of monthly status reports to Department Heads.
- Provide staff assistance to the Town Manager, Town Council, and other department directors; prepare and present staff reports and other necessary correspondence.
- Establish controls necessary to assure the accuracy and security of all financial records and funds; evaluate performance of accounting procedures and systems.
- Responsible for the timely preparation of all financial reports and statements; oversee preparation of annual audit; prepare, review, and analyze reports to ensure conformance with generally accepted accounting principles and other requirements.
- Administer the Town's purchasing program.
- Conduct a variety of organizational studies, investigations, and operational studies for the Town; recommend and oversee modifications to Departmental programs, policies, and procedures as appropriate.
- Participate in employee negotiations.
- May participate on a variety of committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of accounting, budgeting, auditing, finance, purchasing, and public administration.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of municipal government programs including accounting, payroll, purchasing, revenue collection, and budgeting.
- Principles of supervision, training, and performance evaluation of employees.
- Advanced principles, practices, and standards of governmental cost accounting, treasury management, accounts receivable, and accounts payable.
- Management of subsidiary ledgers, accounts and integration of general ledger, auditing, cash management, and investments.
- Principles and practices of risk management and loss prevention including claims handling, worker's compensation, and asset protection programs.
- Federal, state, and local laws, codes, and regulations pertinent to finance and human resource functions within a municipal government setting.
- Business mathematics, statistics, financial analysis, and research procedures.
- Principles and practices of internal and external auditing standards.
- Generally Accepted Accounting Principles (GAAP).
- Requirements of Fund Accounting and statements issued by Governmental Accounting Standards Board (GASB).
- Administration of employee-related benefits, compensation, and classifications and implementation of laws, regulations, and policies related to human resources.

Ability to:

- Develop, interpret, explain, and apply policies, procedures, and regulations pertaining to payroll, benefits, budgeting, and financial management.
- Communicate clearly and concisely, orally and in writing for the public, Town organization and Town Council.
- Coordinate multiple concurrent projects, work well under pressure, and meet deadlines with limited supervision.
- Maintain confidentiality of work performed and information received.
- Perform assigned duties and tasks using independent judgment and personal initiative.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff.
- Respond to requests and inquiries for information regarding accounting, payroll, benefits, and policies and procedures.
- Maintain cooperative working relations with the general public and employees with an emphasis on customer service.
- Properly train and provide information to subordinates on safe work practices and procedures and follow OSHA regulations where required.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- Carry out the mission of the Town and the Department.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree in accounting, business/public administration, finance, or a related field (accounting degree is preferred) is required. A Master's degree in a related field is preferred.

Experience:

Seven years of increasing levels of responsibility and general administrative experience with an emphasis in finance/accounting and three years of supervisory experience is required. Municipal experience is preferred.

Licenses:

Must have, or receive within the state required time frame, a valid State of California Class C driver's license with an acceptable driving record. Must have the ability to pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, walk, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions. Ability to use and understand basic and more complex mathematical concepts such as: adding, subtracting, multiplying, dividing, fractions, percentages, forecasting and statistics.

WORK ENVIRONMENT

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees. Position is required to drive in various conditions to attend meetings.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date