

# **CITY OF HALF MOON BAY FINANCE DIRECTOR**

## **DEFINITION**

Under general direction, the Finance Director is responsible for managing the fiscal operations of the City of Half Moon Bay and performing related work as required.

## **SUPERVISION RECEIVED/EXERCISED**

The Director receives general direction from the City Manager. Responsibilities include supervision of support staff.

**IMPORTANT AND ESSENTIAL DUTIES** The duties and responsibilities listed below are only illustrative and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

The Finance Director is an exempt executive level at-will position responsible for, but not limited to, the following duties:

Plan, organize, and direct all financial operations of the City including purchasing, payroll, annual budget preparation and monitoring, accounting investment management, and information systems.

Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure reporting and audit compliance.

Manage the fiscal year end close process, oversee annual external audit and develop the Comprehensive Annual Financial Report (CAFR).

Develop and implement goals, objectives, policies and priorities, prepare various financial reports and analyses requested by the City Manager and City Council.

Develop and maintain a strong customer service orientation in all programs and activities; provide professional guidance to other city staff in the management and control of financial affairs.

Plan, organize, direct, supervise, review, motivate and evaluate assigned staff; undertake required employee actions, including performance management, discipline, safety and other employment related issues; manage and approve employee work schedules, including overtime.

Provide comprehensive financial management services and solve a broad range of complex accounting and finance problems; analyze revenue-generating and cost-reduction proposals for capital and operating programs and prepare revenue projections; direct the preparation and distribution of periodic financial reports to the City Council, City Manager, city departments and other governmental and regulatory bodies; represent the City in meetings with other agencies and professional and business organizations.

Direct and monitor the short- and long-term investment of City funds; develop guidelines and manage the City's cash management program; establish investment policies within City guidelines and procedures and manage the City's investment portfolio; perform and directs the daily investment of surplus cash; provide for safekeeping and custody of City funds and securities and ensure that all necessary security measures are implemented; maintain and directs the preparation of fiscal records and periodic and special reports for the treasury function.

Remain current on financial and accounting trends and keep management advised of impacts on City operations and finances.

Attend public meetings to explain and promote city programs and policies; make presentations before the City Council; Provide staff support to City Council subcommittees.

As needed, assist in the preparation of the City Council agenda and the agendas for other boards and commissions.

Coordinate finance activities with City departments, other public agencies, and the public.

Develop and maintain effective and positive working relationships with City staff, and the public.

Respond to City emergency situations during regular work hours and outside of regular work hours as required.

Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Principles, practices, methods, and techniques used in budgeting and governmental accounting, including Generally Accepted Accounting Principles (GAAP).

Laws, statutes, ordinances, regulations, and requirements of municipal finance and investment of public funds such as the Governmental Accounting Standards Board (GASB).

Principles and practices of: organization, administration, budget, financial and personnel management; effective employee supervision and management; project management; and purchasing methods and principles.

Statistical analyses as applied to assigned work.

Technical report preparation and presentation methods and techniques.

Contract administration and negotiation methods and procedures.

Principles and practices of leadership, motivation, team building and conflict resolution.

Computer based accounting systems, including electronic spreadsheets and word-processing programs.

Public finance and policy development principles.

Research and analytical techniques.

**Skill to:**

Prepare budget analysis, cost projections, and cost-benefit analysis.

Manage complex projects.

Operate contemporary office equipment, including computer systems and associated software.

Interact effectively with the public and/or representatives of business and other governmental agencies.

Analyze and resolve problems.

Plan, coordinate and direct the work and activities of subordinate personnel.

Work both independently and as a part of a team.

Interpret and implement Federal, State and local regulations and procedures.

Ensure the City's values are carried out throughout the organization.

**Ability to:**

Oversee the automation of accounting applications.

Perform a variety of technical functions relating to the investment of public funds.

Negotiate and administer a variety of contracts as assigned.

Prepare, administer and monitor a budget involving numerous funds, revenue sources and expenditure categories.

Prepare costing analysis for various special projects, including labor negotiations.

Plan and oversee preparation of the Comprehensive Annual Financial Report.

Prepare and present, at public meetings, technical staff reports involving one or more aspects of the City's overall financial system.

Evaluate the effectiveness of current systems and if needed, develop and implement goals, policies and priorities relating to financial management.

Analyze complex financial, budgetary, management issues and operational problems and make sound recommendations for solution.

Assist in the planning, development, and implementation of a comprehensive program of loss control and risk management.

Make sound decisions in a manner consistent with essential job functions.

Get things done. Generate and implement ideas. Motivate others to excel. Adapt effectively to change.

Effectively supervise, manage and evaluate assigned staff.

Anticipate, identify and resolve problems.

Plan, organize, manage, prioritize, direct, schedule and supervise City finance programs and activities.

Communicate clearly and concisely both orally and in writing.

Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.

Prepare projects and manage them to completion.

Learn, retain, interpret and apply pertinent provisions of the City's Rules and Regulations, and City policies.

Coordinate program activities and projects with City staff, other agencies, contractors and the public.

## **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Five years of increasingly responsible experience in one or more aspects of financial administration and supervision, preferably in local government.

Excellent analytical, administrative and interpersonal skills in managing assignments, projects and varied personalities are required.

### **Education:**

Equivalent to a Bachelor's Degree in Business Administration or related field. A master's degree in business or related field or license as a C.P.A. is desirable.

## **PHYSICAL DEMANDS**

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

## **WORKING CONDITIONS**

Working in an office environment is required in this position. The incumbent must travel to and from work site and to meetings during assigned hours of work. Specific duties and responsibilities may result in evening or late hours of work.

## **LICENSES, CERTIFICATES AND REGISTRATIONS**

City of Half Moon Bay  
Finance Director  
Effective: \_\_\_\_\_  
Page 6

Possess a valid California class "C" Driver's License.