



## **City of Laguna Niguel Job Description**

### **FINANCE DIRECTOR**

Executive and Management Group  
FLSA: Exempt

#### **DEFINITION**

Direct, manage, supervise, and coordinate the activities and operations of the Finance Department. Including a fund accounting system; purchase securities at the direction of the City Manager; coordinate the annual and mid-year operating and capital improvement budgets budget process; coordinate assigned activities with other departments; provide highly-responsible and complex staff assistance to the City Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from City Manager and/or Deputy City Manager.

Exercises direct supervision over Professional, Technical, and Clerical staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Assume management responsibility for all services, activities and functions of the Finance Department.
- ◆ Forecasting revenue and five-year financial projections.
- ◆ Manage and participate in the development and implementation of goals, objectives, policies, and priorities related to all City financial and accounting systems.
- ◆ Manage and participate in the development of the Annual Independent Audit.
- ◆ Purchase securities at the direction of the City Manager; prepare all documents necessary to transfer funds and document the transaction; prepare and present the monthly investment report; provide staff support to the City's Investment Committee and City Council.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of Department methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; implement improvements.
- ◆ Select, train, lead, motivate, and evaluate Department staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures, if necessary.
- ◆ Plan, direct, coordinate, and review the annual work plan for all Finance functions; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

- ◆ Manage and participate in the development and administration of the Finance Department annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- ◆ Coordinate and lead the city-wide annual budget process; prepare and distribute budget work papers to City staff; compile budget requests and verify accuracy and completeness of information.
- ◆ Provide assistance to City staff in the procurement of goods and services.
- ◆ Participate in the preparation of financial reports as required by law; prepare various financial reports and analysis as requested; prepare daily cash deposits.
- ◆ Serve as a liaison for the Finance Department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- ◆ Provide responsible staff assistance to the City Manager; prepare and present staff reports, presentations and other related correspondence.
- ◆ Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to policies and procedures as appropriate.
- ◆ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting, investments, and data processing.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Operational characteristics, services, and activities of municipal accounting programs.
- ◆ Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- ◆ Modern and complex principles and practices of program development and administration.
- ◆ Accounting theory, principles, and practices and their application to a wide variety of municipal accounting activities.
- ◆ Principles of municipal budget preparation and control.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ Proper word usage, spelling, grammar, and punctuation.
- ◆ Formal letter writing and financial report preparation.
- ◆ Generally accepted accounting principles and practices.
- ◆ Advanced governmental accounting principles and practices.

### **Ability to:**

- ◆ Lead, manage, direct, and coordinate the work of Professional, Technical, and Clerical staff.
- ◆ Select, supervise, train, and evaluate staff.
- ◆ Provide administrative and professional leadership and direction for the Finance Department.
- ◆ Recommend and implement goals, objectives, and practices for providing

effective and efficient municipal accounting and financial services.

- ◆ Prepare and administer large and complex budgets.
- ◆ Prepare clear and concise administrative and financial reports.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- ◆ Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- ◆ Perform responsible and highly technical work involving the use of independent judgment and personal initiative.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret administrative and departmental policies and procedures.
- ◆ Coordinate and compile information and statistics into complete records and reports.
- ◆ Maintain detailed accounting records.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.

### **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:*

Five years of increasingly responsible professional governmental accounting experience including at least three years of supervisory responsibility.

Equivalent to a Bachelors degree from an accredited college or university with major coursework in accounting, finance, public or business administration or a related field. CPA is highly desirable, but not required.

### **Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include

close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is generally quiet.