

## CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
<b>Position Title:</b>	Finance Director	<b>Department :</b> Finance	
<b>Reports to:</b>	Administrative Services Director	<b>FLSA Classification :</b> Exempt	
<b>Career Ladder:</b>	Administrative Services Director	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

**POSITION SUMMARY:**

The fundamental reason this classification exists is plan, organize and direct the activities and programs of the Finance Division; provides expert, professional assistance to City Management staff on financial, accounting and related matters; performs related work as assigned.

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**CLASS CHARACTERISTICS:**

This single position class manages the City's Finance Division, which includes Treasury, Billing and Collections and Accounting. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division's annual budget and directing the day-to-day operations of the Finance Division. Assignments allow for a high degree of administrative decision making in their execution.

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**ESSENTIAL RESPONSIBILITIES:**

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Finance Division; prepares and administers the Division's budget

Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects personnel and provides for their training and professional development; interprets City policies to employees

Provides professional assistance to members of City departments on finance and related matters in areas of responsibility

Formulates and implements policies, procedures and systems pertaining to financial record keeping, controls and reporting; provides comprehensive financial management services and solves varied accounting and collection problems

Analyzes revenue generating and cost reducing proposals for City programs and prepares revenue projections

Secures financing packages utilizing tax exempt financing; manages the City's investment portfolio including daily investments as well as long-range investment policies

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Directs the design and implementation of an automated and integrated financial accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures

Conducts or directs financial and other studies; develops and reviews reports of findings, alternatives and recommendations

Directs the collection of assessed taxes, fees and charges from City businesses, property owners and residents

Makes presentations of City financial status and operations to the City Council; represents the City in meetings with governmental agencies, professional and business organizations

Monitors developments related to finance and accounting matters; evaluates their impact upon City operations and financial programs and recommends and implements policy and procedural improvements

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### **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Principles and practices of general, fund, and government accounting, including financial statement preparation and methods of financial reporting; Principles and practices of business computer user applications; Applicable city, state and federal laws and regulations; Organizational planning techniques, including staffing goals and objectives and work standards developments; Laws regulating the investment of public funds; Administrative principles and practices including goal setting, program and budget development and implementation and employee supervision.

**Skilled in** - Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff; Selecting and motivating staff and providing for their training and professional development; Planning, organizing and directing a wide variety of financial, data processing, insurance and purchasing programs and activities; Evaluating financial and other data and programs and providing recommendations for improvements; Interpreting, explaining and applying City, State and Federal laws regulating City financial accounting, reporting and record keeping, investment of funds and borrowing; Developing and implementing financial, audit and systems procedures and controls; Evaluating the earning potential of tax-exempt investments and directing investment activities; Preparing clear, concise and complete financial statements, reports and other written materials; Exercising sound, independent judgment within general policy guidelines; Representing the City effectively in contacts with governmental and regulatory agencies, outside consultants and counsels, and business and professional groups.

**Ability to** -

**Licenses and Certificates** –. Possession of or ability to obtain a valid California Driver’s License may be required

**Physical Abilities and Work Environment** –

**Other** – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable. Must be bondable

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### **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – Five years of management or supervisory experience in accounting or financial management, preferably in a public agency or governmental setting.

**Education** - Graduating from a four-year college or university with Masters degree with major course work in accounting, business administration, finance or a closely related field

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### **ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date