

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

FINANCE DIRECTOR
April 2019

DEFINITION

Under administrative direction, plans, organizes, performs, and directs the activities of the Finance Department. This single department head position is responsible for formulating City-wide fiscal policy and procedures; incumbent develops, implements, and evaluates department goals, objectives, policies, and procedures.

DISTINGUISHING CHARACTERISTICS

Finance Director is an executive management position requiring significant administrative, analytical, and technical skills and knowledge. This position is responsible for the oversight and management of the Finance Department. As a Department Head, an incumbent may also be assigned to serve as Deputy City Manager in addition to their role as Finance Director.

SUPERVISION EXERCISED AND RECEIVED

Reports to the City Manager. Provides leadership and oversight to the Utility Billing and Accounts Receivable, Accounts Payable and Payroll, Information Technology, and Budget and Financial Reporting Departments, and administrative support staff.

DUTIES AND RESPONSIBILITIES

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

- Plans, directs, and evaluates the overall financial and budgetary activities of the Finance Department;
- Manages and oversees the functions of the Utility Billing and Accounts Receivable, Accounts Payable and Payroll, Information Technology, and Budget and Financial Reporting Departments;
- Develop and implement department goals, objectives, policies, and procedures, including measures of success;
- Prepares budgets, makes forecasts of projected revenues and expenditures, approves expenditures, and implements budgetary adjustments; reports on budgetary status;
- Provides staff assistance and consultation to the City Manager;
- Provides technical direction and guidance to City management staff on financial matters, fiscal policy, and best practices;
- Reviews, analyzes, and monitors annual departmental budgets, financial records, and systems;
- Acts as the City Treasurer in the development and implementation of investment policies and procedures;
- Provides strategic policy information to ensure the best use of resources;
- Oversees the operations and activities of assigned divisions and staff;
- Assumes the duties of the Deputy City Manager as assigned; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles and practices of municipal and general accounting and data processing; computerized applications of accounting and business functions; finance administration and auditing;

budgeting, accounts payable, payroll, accounts receivable, purchasing, and financial reporting; state and federal laws related to finance; principles of supervision and training.

Ability to: Analyze financial data and prepare clear and accurate financial or narrative reports; develop necessary procedures and forms for the Finance Department; strategize and solve problems; supervise the performance of assigned personnel; communicate effectively, both orally and in writing; effectively present information to and participate in discussions with the City Council, City Manager, citizen groups, individuals, and others on departmental issues; establish and maintain cooperative and effective working relationships with others.

EDUCATION AND TRAINING GUIDELINES

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

Education: Bachelor's degree in accounting, public administration, business administration, or related field. A Master's degree in a related field is highly desirable.

Experience: Six (6) years of professional accounting, finance, or directly related experience, including at least three (3) years in a management capacity. Previous municipal experience is highly desirable.

Licenses: Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record.

SPECIAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand, walk, and perform duties in rough terrain and around construction excavations. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.