



FISCAL SERVICES DIRECTOR

AGENCY/DEPARTMENT:

Administrative Services/Fiscal Services

Approved By HR Director: *Linda Matthews*
Date Approved: *12/2/05*
Date of Last Revision:

Reports to: Administrative Services/Finance Director

Supervises: Varies

JOB SUMMARY: Under administrative direction, manages, plans and supervises a variety of fiscal and administrative operations for the Fiscal Services Department; performs highly complex and responsible professional, technical and analytical accounting and financial services; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This is an at-will single-position department head class responsible for the overall administration and operation of the Fiscal Services Department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manages daily financial and accounting operations of the Fiscal Services Department related to the general ledger, payroll, accounts payable, debt, special tax assessment district administration, redevelopment agency accounting, and investment accounting.
2. Manages and oversees departmental work plan, procedures and internal controls; evaluates and monitors workflow, assignments and projects; and develops and implements goals, objectives and performance measures.
3. Prepares and monitors departmental budget, including the control of operating expenditures and personnel costs.
4. Analyzes, audits and reconciles City's financial statements, investment portfolio and bank accounts; reviews and monitors City's financial condition and prepares and presents results and recommendations.
5. Monitors, manages and audits the preparation and maintenance of financial and administrative reports and spreadsheets; investigates irregularities and ensures compliance with departmental internal controls and accounting regulations.
6. Advises other departments concerning accounting problems and makes recommendations for proper internal controls; and ensures compliance with state and federal regulations and City policies.
7. Prepares, reviews and submits major accounting reports, including Comprehensive Annual Financial Report, Single Annual Audit Report, State Controller reports, and related monthly financial reports and various special management reports.
8. Supervises the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
9. Assists private and governmental auditors in addressing inquiries and responding to correspondence.
10. Manages and oversees annual levy and collection of special assessments and taxes.
11. Participates on various City task force committees, including automated accounting systems and related programs.
12. Assists Administrative Services/Finance Director with special projects, and prepares staff reports to present to City Council.

13. Manages and oversees the accounting of the City's bonded debt liability and debt service payments.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's Degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration or related field.

EXPERIENCE: Five years of progressively responsible experience involving governmental accounting work and financial analyses, including three years of supervisory or management experience.

KNOWLEDGE OF:

- Public accounting and budgeting concepts, principles, standards and practices.
- Applicable federal, state, and local laws, codes, and regulations governing municipal, state, and federal accounting and finance.
- Bond finance practices.
- Encumbrance accounting and fixed asset accounting principles and practices.
- Governmental and financial reporting practices and procedures.
- General ledger, payroll, accounts payable and receivable, employee benefits, redevelopment agency and investment accounting.
- General fund accounting and capital projects, grants, redevelopment and cooperative agreement, management accounting practices.
- Automated and database accounting systems.
- Special assessment and Mello Roos District financial administration.
- Principles and techniques of supervision, training, and evaluation.

ABILITY TO:

- Prepare, analyze and review complex accounting and fiscal transactions, summaries, governmental reports, financial reports and data, statements, and correspondence.
- Negotiate terms and agreements.
- Prepare, audit, balance and reconcile accounting records and journal entries.
- Administer and manage accounts.
- Organize, schedule and complete work in accordance with deadlines.
- Analyze and solve accounting and financial problems.
- Identify errors and reconcile discrepancies in accounting documentation.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental policy and procedures.
- Plan, establish, implement, and evaluate department goals and objectives.
- Operate a personal computer to utilize word processing, spreadsheet, and accounting system applications.
- Operate calculator and standard office equipment.
- Perform arithmetical computations with speed and accuracy.
- Provide administrative and professional leadership and direction.
- Deliver quality customer service; ensure professional work standards are met.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Advanced education and public sector experience in budgeting, preparing annual financial statements, internal auditing, bond finance, governmental report accounting, and redevelopment grant accounting.

FLSA Exemption Status: Exempt

Employee Unit: Department Head

Job Family: Fiscal Services

Career Progression: Accountant
Senior Accountant
Accounting Manager
Fiscal Services Director

Date Class Established: July 10, 2005