

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: FINANCE DIRECTOR/TREASURER (NON-CLASSIFIED)

DEFINITION

Under executive direction, to plan, organize, manage and direct centralized accounting and financial administration programs; to provide administrative direction to other centralized services such as purchasing, risk management, budget and program analyses; may serve as City Controller and City Treasurer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Assistant City Manager/Chief Financial Officer

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the Assistant City Manager. Exercises general direction over professional, para-professional and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Develop and implement goals, objectives, policies and priorities.
- Direct the general accounting activities of the municipality including the maintenance of general ledgers and related subsidiary records.
- Prepare financial reports reflecting the financial status of the various departments of the municipality including redevelopment, housing, parking, grants, public utilities, and others as appropriate.
- Develop and maintain internal accounting controls.
- Plan, develop, implement and administer the cash management and investment program.
- Administer the City's insurance program, business license program and centralized purchasing.
- Assist the City Manager in preparation of the annual operating capital improvement budget.
- Forecast City revenues, expenditures and year-end balances.
- Coordinate and conduct municipal bond sales.
- Respond to requests for information, reports or action from the City Manager, City Council, Department Heads, news media and citizens regarding fiscal matters.
- Prepare special financial reports, studies and analyses.
- Direct preparation of the annual financial report, State Controller report and other reports required by law.
- Coordinate Finance Department activities with the City Manager's office, other City departments and outside agencies.

- Supervise, train and evaluate subordinate professional and administrative support staff.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of modern accounting and auditing.
- Principles and practices of financial administration including budgeting and reporting.
- Modern office practices, procedures, methods and equipment.
- Modern principles and practices in purchasing and stores, treasury management, and risk management.
- Application of data processing in the maintenance of accounting records and financial administration.
- Municipal debt administration.
- Budget preparation, program analyses and revenue forecasting.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Develop, revise and install accounting systems and procedures.
- Prepare varied financial statements, reports and analyses.
- Plan, organize, supervise and review large complex operations as they relate to accounting, finance, treasury and budgeting activities.
- Communicate clearly and concisely, orally and in writing.
- Analyze a variety of administrative and financial problems and develop effective solutions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, business administration, economics or closely related field.

Experience: Ten years' progressively responsible administrative and management experience in accounting and financial work.

MEDICAL CATEGORY: Group 4

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Finance Director

TO: Assistant City Manager