



TOWN OF YOUNTVILLE
JOB DESCRIPTION

FINANCE DIRECTOR

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and financial systems of the Town; to coordinate assigned activities with other Town departments and outside agencies; to provide highly responsible and complex administrative support to the Town Manager's office; and to act as a member of the Town Manager's management team.

DISTINGUISHING CHARACTERISTICS

This is a Department Head level management position with significant field and administrative responsibilities for administration of the Town's financial programs, planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements include evening and weekend hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Town Manager.

SUPERVISION EXERCISED

Exercises administrative direction over professional finance staff and account clerical administrative support staff, part-time, contracted or seasonal personnel either directly or through subordinate supervisors; exercises direction and review of various contracted consultants providing services to the Town.

DUTIES AND RESPONSIBILITIES (Illustrative Only)

Serves as a member of the Town management team and participate in the development and implementation of Town goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.

Plan, direct, coordinate, supervise and review the work of assigned administrative clerical support staff.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Makes presentations to supervisors, boards, commissions, civic groups and the general public; Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares budget documents; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes and to assist department heads in operating their departments in a fiscally sound manner.

Serves as chief financial advisor to the Town Manager and Town Council.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, utilities, and other receipts in accordance with laws and regulations.

Maintains financial records.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the Town to assure the fiscal well being of the Town.

Prepares financial reports and oversees annual independent audit of Town's financial transactions.

Oversees the central computerized financial and management information system of the Town.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and Federal reports, including tax reports.

Trains and develops financial staff.

Oversees payroll and accounts payable processing.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; provide periodic reports on department activities to Town Council; attend Council and other meetings as required.

Perform other duties as assigned.

ADDITIONAL EXAMPLES OF ESSENTIAL DUTIES

Serve as the designated Town Treasurer and responsible for investment of Town funds consistent with Town policies.

In the absence of the Town Manager, may assume the responsibility of the Town Manager as needed.

Assists with the Town's response to emergency situations as a part of the Town's Emergency Operations Center (EOC) staff.

PERIPHERAL DUTIES

Serve as delegate or alternate representative on the PARSAC Executive Board.

Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment.

Serves as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represent the Town in related professional organizations as appropriate.

Serves as liaison with other agencies, public entities, and other Town departments.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, business, or public administration or a closely related field is highly desirable. A Master's Degree in a related field is desirable but not required preferred.
- (B) Minimum of four (4) years of progressively responsible experience in finance or management and administration, including at least two years of supervisory responsibility. Local government experience is preferred.

Necessary Knowledge, Skills, and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;

(B) Skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, Town officials; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone and cell phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____
Town Manager

Effective Date: _____

Revision History:

Version: _____

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