

CITY OF EUREKA JOB DESCRIPTION

Finance Director

POSITION SUMMARY:

Under the direction of or as authorized by the City Administrator, performs and directs a variety of professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position; however, other duties may be assigned as necessary:

- Manages and supervises fiscal policies and procedures. Oversees implementation of policies and procedures, including internal control procedures. Reviews effectiveness of financial management policies and procedures, and develops and implements needed changes.
- Ensures protection and accountability for the City's assets and financial records.
- Determines priority of tasks and special projects. Establishes deadlines and assigns tasks and projects to certain City personnel.
- Prepares and coordinates operating and Capital Improvement Program budgets and ensures compliance with budgetary restrictions
- Manages cash flow and is responsible for all banking functions and relationships.
- Researches, analyzes and determines investment opportunities.
- Prepares a variety of analyses, financial reports, budgetary forecasts and related information for decision-making purposes.
- Prepares monthly, quarterly and annual financial reports.
- Prepares various government surveys and annual reports.
- Directs and approves accounts payable and payroll processing. Directs utility billing and collection functions.
- Monitors business and liquor license processing and collection.
- Monitors tax collection and all accounts receivable.
- Maintains escrow accounts.
- Performs special analyses.
- Monitors or maintains public subsidization funding mechanisms including Tax Increment Financing and Community Improvement Districts.
- Maintains and coordinates servicing of City debt including Certificates of Participation.
- Manages long term debt and contractual obligations.
- Conducts internal audits and coordinates all external audits, including annual and single audits relating to grants.

- Performs or assists with payroll functions, insurance and employee benefits as required.
- Attends training and continuing professional education classes as needed.

MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS:

- Bachelor's degree in accounting, finance or related field - CPA is preferred.
- Municipal government accounting and/or auditing experience in a supervisory capacity, with considerable knowledge of GAAP and GASB preferred.
- Must be efficient, a self-starter, an independent worker, a detail oriented person and possess good work habits.
- Ability to establish and maintain effective relationships with co-workers, City officials, and members of the public, business community and financial institutions.
- Possess the ability to communicate effectively in verbal and written forms.
- Exercise appropriate confidentiality in the performance of job duties.
- Is proficient in data entry and in the use of databases and Microsoft applications such as Word, Excel and Outlook, calculators, copiers, FAX machines, telephones and other standard office equipment.

PHYSICAL DEMANDS:

- Sitting, standing, walking, talking, hearing, repetitive wrist, hand and/or finger movements.
- Occasional moving/lifting items weighing up to twenty-five (25) pounds.
- Clarity of corrected or uncorrected vision to perform duties involving computers, desk functions and filing systems.

ADDITIONAL SELECTION GUIDELINES:

- Formal application, rating of education, experience, certifications and credentials, oral interview and reference check. Job related tests may be required.
- A criminal record check and alcohol/drug screening test will be required conditions of employment.