

MEETING DATE: February 12, 2007

AGENDA ITEM : A Report from the City Manager on Implementation of Right-Sizing by Zero Based Staffing including Authorization of the Creation of and Recruitment for the Position of Chief Financial Officer.

ATTACHMENTS

	<u>Pages</u>
1. Resume of Andrea Daroca	1 - 3
2. Conceptual Organizational Chart – Department of Finance	4
3. Classification Specifications from Other Cities – Chief Financial Officer (Finance Director)	5 - 14

ANDREA DAROCA

SKILLS SUMMARY

- Accounting
- Treasury/Cash Management
- Purchasing
- People Skills/Communication
- Budgeting
- Negotiations/Contract Administration

AREAS OF APPLICABLE QUALIFICATIONS

- Experienced in developing, implementing, directing, evaluating city financial management
- Creative and innovative with ability to set up new systems in team atmosphere
- Experienced public speaker with proven written communication skills
- Adaptable, decisive, and customer oriented
- Experienced in selecting and setting up computer systems
- Proven negotiation skills

ACCOMPLISHMENTS/HONORS

- § Acknowledged in two page-one articles in *The Malibu Times* by City Council and City Manager for discovering \$1.6 million property taxes due City from Los Angeles County
- Received CSMFO Certificate of Award for Outstanding Financial Reporting
- Acted as support staff for two mayors' blue ribbon finance committees and a standing finance committee
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting
- Received 1991 Municipal Treasurer's Association Award for City's Investment Policy (only 14 cities in the U.S. received this award)
- County of Los Angeles/YMCA Woman of Achievement, 1988

EMPLOYMENT HISTORY

EXPERT WITNESS FOR NEW YORK LAW FIRM

FINANCIAL CONSULTING (June 2006 to present)
City of Culver City, California

FINANCIAL CONSULTING (January 2006 to June 2006)
Joshua Basin Water District, Joshua Tree, California

INTERIM FINANCE DIRECTOR (March 2005 to July 2005)
City of Oxnard, California

Responsibility for finance, City/Redevelopment/Housing Authority, annual financial reports and audits, accounting, purchasing, grant accounting, budgeting, payroll, accounts payable, business licenses, customer services, utilities/trash/sewer billings, mail services, debt management during City's search for permanent director.

INTERIM FINANCE DIRECTOR/ASSISTANT TO CITY MANAGER (LEGAL) (July 2004 to March 2005)
City of South Gate, California

Responsibility for finance, City/Redevelopment/Housing Authority, treasury management, annual financial reports and audits, accounting, purchasing, grant accounting, budgeting, payroll, accounts payable, computer information systems, business licenses, customer services, utilities/trash/sewer billings, mail services, debt management during City's search for permanent director. Oversaw conversion of HTE software utility billing system from test mode to live, and collected \$700,000 in delinquent accounts in two months.

SHORT-TERM CONSULTING (May 2004)
City of Avalon, California

INTERIM FINANCE DIRECTOR (October 2002 to November 2003)
City of Glendora, California

Responsibility for City/RDA/Water A/R, payables, computer services, central stores and decentralized purchasing, budget preparation, general ledger, monthly/annual financial reports and audits during the City's search for permanent finance director.

INTERIM FINANCE DIRECTOR (January 2001 to December 2001)

City of Avalon, California

Responsibility for training Assistant Finance Director for promotion to Director in the following areas: treasury management, annual financial reports and audits, accounting, purchasing, accounts payable, debt management; worked with City Manager to update Treasurer's Investment Policy and all City fees.

INTERIM FINANCE DIRECTOR (December 1999 to March 2000)

City of Westminster, California

Responsibility for finance, treasury management, annual financial reports and audits, accounting, purchasing, accounts payable, debt management during City's search for permanent director.

INTERIM FINANCE DIRECTOR (May 1999 to August 1999)

City of Desert Hot Springs, California

Assisted in resolving the City's financial difficulties and accounting problems including addressing a "Going Concern" audit opinion, and training staff.

INTERIM FINANCE DIRECTOR/CITY TREASURER (August 1998 to February 1999)

City of Costa Mesa, California

Responsibility for finance, treasury management, annual financial reports and audits, accounting, purchasing, accounts payable, computer conversion in Finance Department, debt management during City's search for permanent director.

INTERIM ACCOUNTING AND FINANCE MANAGER (April 1998 to August 1998)

City of Gilroy, California (see description below*)

INTERIM FINANCE DIRECTOR (November 1997 to March 1998)

City of Malibu, California

Responsibility for accounts receivable and payable, payroll, cash management, central stores and purchasing, facility operations, budget preparation, FEMA/OES reimbursements, monthly financial reports, general ledger, annual financial reports and audits during the City's search for permanent position.

INTERIM ACCOUNTING AND FINANCE MANAGER (March 1996 to October 1996)

City of Gilroy, California

Responsibility for accounts receivable and payable, payroll, cash management, monthly financial reports, general ledger, debt management, annual financial report and audits during the City's search for permanent position.

INTERIM FINANCE DIRECTOR (May 1995 to November 1995)

City of Marina, California

Responsibility for finance, accounting, payroll, accounts payable, annual financial reports and audits, personnel, risk management and workers compensation administration during City's search for permanent Administrative Services Manager.

INTERIM FINANCE DIRECTOR (January 1994 to April 1994)

City of Colton, California

Responsibility for finance, accounting, purchasing, debt management during City's search for permanent finance director.

INTERIM FINANCE DIRECTOR/CITY TREASURER (March 1993 to July 1993)

City of Modesto, California

Responsibility for finance, treasury management, accounting, purchasing, computer services, debt issuance/management during City's search for permanent director.

EXECUTIVE DIRECTOR (1992-1995)

Institute for Government Executive Management, Loyola Marymount University

The Institute provides "a forum to disseminate the most current research, issues and trends affecting communities." *Southern California Business*, January 1994.

DIRECTOR OF FINANCE & GENERAL SERVICES, CITY TREASURER (1988-1992)

City of Santa Clarita, California

Entire responsibility for finance, accounting, purchasing, computers, treasury functions, franchise negotiations and management, and general services which includes library liaisons, business licensing, building/vehicle maintenance, contract administration, cable television, crossing guards, and animal control. Negotiated purchase of city hall building, issuance of initial city bond financing for Santa Clarita Valley Transit District, treasurer for Marks Roos Joint Powers Authority.

FINANCE DIRECTOR & CITY/REDEVELOPMENT AGENCY TREASURER (1984-1988)

City of Walnut, California

Acting city manager, supervision of budgeting, parking citations, city licenses; member of City's first economic development committee and City/Redevelopment Agency Treasurer. Selected and installed City's first computer system.

ACCOUNTANT/ACCOUNTING SUPERVISOR (1981-1984)

City of Chino, California

Selected, trained, evaluated and supervised six employees (accounts payable, payroll, cashier, accounts receivable, fixed assets; and general ledger accountant). Developed and taught classes in coding of invoices, computer usage, and purchasing procedures.

EDUCATION

BACHELOR OF SCIENCE (1964)

Accounting

Louisiana State University in New Orleans

MPA graduate work at

California State University,

Long Beach

PROFESSIONAL MEMBERSHIPS

California Society of Municipal Finance Officers

Elected Southern Chapter Chairperson (representing 400 finance professionals); Advisor, Cash Management Committee (1993-1995), Chairperson (1992); participated in development of *Report on Government Investment Pools* (1994).

Government Finance Officers Association

Economic Development Task Force Member; Speaker/Moderator; Standing Cash Management Committee Member and Advisor; participated in development of *An Introduction to Broker/Dealer Relations for State and Local Governments* (1994), *An Introduction to External Money Management for Public Cash Managers* (1991).

California Municipal Treasurers Association

PUBLICATIONS

Letter to the Editor: "Says Los Angeles County is Using Marina del Rey to Resolve Funding Woes," *The Argonaut*, September 21, 2006.

"Taking Stock of Auditor Independence," *Government Finance Review*, October 2002.

"A Secret of the California Desert," CSMFO Mini-News, July 1999.

Book Review: "Regulation for Revenue, the Political Economy of Land Use Exactions," by Alan A. Altshuler and José A. Gómez-Ibáñez, *Government Finance Review*, April 1994.

"A New City's First Year: A Finance Director's Perspective," *Government Finance Review*, February 1992.

"Building the Economic Development Team," *Financing Growth: Who Benefits? Who Pays? And How Much?*, Susan G. Robinson, ed. Chicago: Government Finance Research Center of the Government Finance Officers Association, 1990.

"Cash Controls and Reporting Systems," *Cash Management for Small Governments*, Ian J. Allan, ed. Chicago: Government Finance Research Center of the Government Finance Officers Association, 1989.

"The Finance Officer's Role in Economic Development: A Small City Case History," *Government Finance Review*, February 1989.

Book Review: "Mastering Change: Winning Strategies for Effective City Planning," by Bruce W. McClendon and Ray Quay (American Planning Association), *Government Finance Review*, December 1988.

"Computerized Portfolio Reporting," *Government Finance Review*, December 1987.

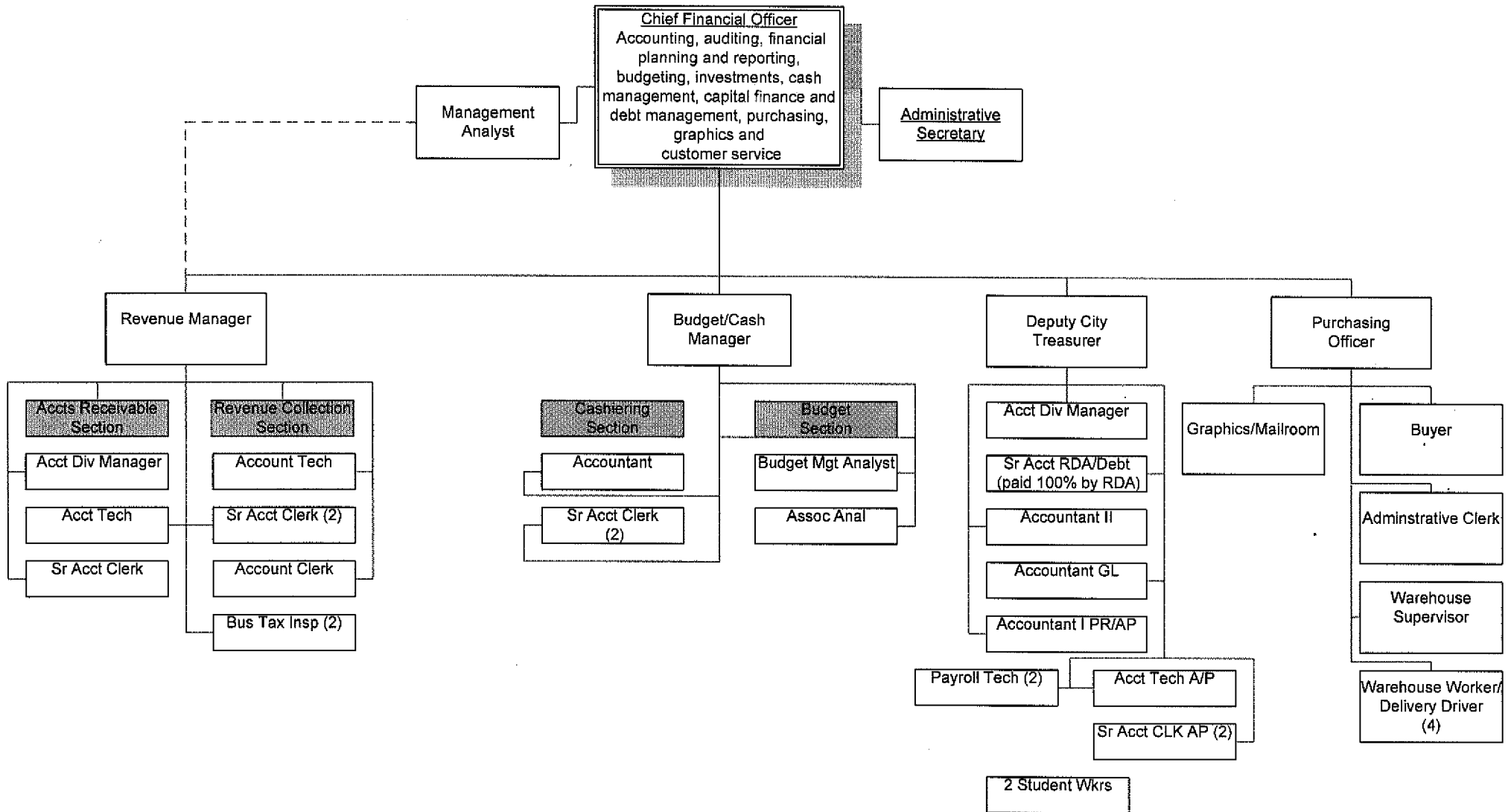
"Electronic Spreadsheets Aid Budget Planners," *Revenue Enhancement Reporter*, December 1986.

"Budgeting with Microcomputers for Smaller Cities," *Government Finance Review*, October 1986.

Culver City

Finance Department

Recommended Model



City of Redondo Beach
Class Specification

Approved: 6/6/00
Resolution: CC-0006-60
Unclassified

FINANCIAL SERVICES DIRECTOR

DEFINITION

Under the direction of the elected City Clerk as provided by the City Charter, to plan, organize and manage the City's fiscal activities including financial reporting, audits, fixed assets accounting and accounting operations such as payroll, accounts payable, accounts receivable, parking citation payments processing; assist with the budget process and provide budget assistance to the City Manager, the City Council and the Budget and Finance Commission on fiscal issues; to be a member of Unclassified service; to be exempt under the Fair Labor Standards Act; to perform other duties as required.

EXAMPLES OF DUTIES

Plan, organize and direct the operation of the City's fiscal activities; prepare financial reports including the Comprehensive Annual Financial Report (CAFR); advise and assist with the budget process; perform complex financial analyses; manage the annual financial audits, fixed assets accounting and accounting operations such as payroll, accounts payable and receivable, parking citation payments processing and cash reconciliation; develop goals, objectives and the department work plan; develop, recommend and implement accounting procedures and systems of internal control; select, train and evaluate staff performance; prepare correspondence, staff reports and make presentations to the City Council and various City commissions; administer service contracts; provide financial information to and consult with the public; attend conferences, meeting and seminars as a representative to various agencies; perform other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Basic information on materials, equipment, regulations, principles, procedures and/or practices necessary to perform the required duties including but not limited to generally accepted accounting principles; statements promulgated by the Governmental Accounting Standards Board (GASB); the principles and practices of budget analysis public administration, research methodology and statistics; effective employee supervision, training and performance appraisal; technology required for governmental accounting and budgeting; State and Federal rules and regulations for municipal finance; modern office machines and equipment.

Ability to: Meet the physical employment standards for the class prescribed in the Industrial Relations and Insurance Support Services Job Analysis; perform complex financial and mathematical calculations; make sound judgment and decisions; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; use and understand financial computer applications; operate calculators and adding machines; legally operate a motor vehicle in the State of California.

Education and Experience: Graduation from a recognized college or university with a baccalaureate degree with emphasis in Accounting, or major coursework in finance, public or business administration and five (5) years of increasingly responsible professional financial experience with a governmental agency including three years in a management capacity.

\$125,724 - \$152,760

CITY OF BURBANK

FINANCIAL SERVICES DIRECTOR

DEFINITION

Under general administrative determination of policy and direction, to assist in the planning, organization, and direction of all the operations within the Finance Division of the Management Services Department; to act for the Management Services Director as requested; and to do related work as required.

ESSENTIAL FUNCTIONS

Administers the auditing, accounting, and financial programs of the City, the Burbank Redevelopment Agency, and the Burbank Housing Authority; provides revenue estimates and appropriation requirements; analyzes revenue returns and expenditures and reports significant variations from estimates to the Management Services Director; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; prepares or directs the preparation of financial reports; serves as chief fiscal officer of the City when the Management Services Director is absent.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of accounting and auditing; governmental accounting; the principles and practices of sound personnel management and supervision; administrative ability.
- Ability to - compile and analyze financial reports; make accurate revenue estimates; study, develop and present ideas and recommendations effectively in oral and written form; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent experience in supervision of a complex accounting system and graduation from an accredited four-year college with major work in accounting, finance, or business management OR any combination of training and/or experience that would provide the knowledge and abilities desired.

License & Certificates: Applicants must possess a valid California Class "C" Driver's License or equivalent at time of appointment. A CPA certificate or Master's Degree in accounting or business administration is preferred.

CITY OF BURBANK

FINANCIAL SERVICES DIRECTOR

DEFINITION

Under general administrative determination of policy and direction, to assist in the planning, organization, and direction of all the operations within the Finance Division of the Management Services Department; to act for the Management Services Director as requested; and to do related work as required.

ESSENTIAL FUNCTIONS

Administers the auditing, accounting, and financial programs of the City, the Burbank Redevelopment Agency, and the Burbank Housing Authority; provides revenue estimates and appropriation requirements; analyzes revenue returns and expenditures and reports significant variations from estimates to the Management Services Director; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; prepares or directs the preparation of financial reports; serves as chief fiscal officer of the City when the Management Services Director is absent.

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Employment Standards:

- Knowledge of - the principles and practices of accounting and auditing; governmental accounting; the principles and practices of sound personnel management and supervision; administrative ability.
- Ability to - compile and analyze financial reports; make accurate revenue estimates; study, develop and present ideas and recommendations effectively in oral and written form; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent experience in supervision of a complex accounting system and graduation from an accredited four-year college with major work in accounting, finance, or business management OR any combination of training and/or experience that would provide the knowledge and abilities desired.

License & Certificates: Applicants must possess a valid California Class "C" Driver's License or equivalent at time of appointment. A CPA certificate or Master's Degree in accounting or business administration is preferred.



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City of Torrance
Class Code: 1279April 1986
(Revised)[TO EXPRESS INTEREST IN THIS POSITION, CLICK HERE](#)

Finance Director

Definition

\$134,184 - \$161,016

Subject to administrative direction, to plan, organize, coordinate, direct, and review the activities of the Finance Department; to be responsible for the accounting, controlling, auditing, collecting and disbursing of all funds of the City of Torrance; and to do related work as required.

Distinguishing Characteristics

The Finance Director is distinguished from other department heads by the specific areas of responsibility described above and by method of appointment in that, according to City Charter, the Finance Director is appointed by City Council upon the recommendation of the City Manager. Distinguished from Assistant Finance Director in that the Finance Director is responsible for managing the entire Finance Department rather than a specific division and is directly responsible to the City Manager for the performance of duties.

Examples Of Duties

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies;
- keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties;
- establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the City;
- performs all municipal functions and duties relating to the preparation, auditing, presenting and disbursement of claims and demands against the City, including payrolls;
- assists the City Manager in the preparation and administration of the annual budget;
- assists the City Manager in developing City fiscal policy;
- prepares and presents to the City Council, through the City Manager, an annual statement and report of the financial condition of the City and other required financial reports;
- supervises subordinate employees and assistants;
- administers the City's business license ordinance;
- assists in maintaining a sound investment program;
- supervises the central collecting agency for all monies due the City;
- directs the operation of water and refuse customer service office;
- oversees internal and external City audits such as those involving airport leases and businesses collecting taxes for the City;
- serves on various City teams such as the Land Management Team.

Minimum Qualifications

Knowledge of:

- Municipal accounting and auditing including enterprise funds;
- Principles and practices of municipal finance administration including budget preparation;
- Statistical methods;
- Economics;
- Financial System design and analysis;
- Principles of supervision and management, including participative management

Ability to:

- Apply sound administrative and fiscal practices;
- Write clear, comprehensive explanatory texts to accompany financial reports;
- Develop manual and computerized financial systems;
- Prepare accounting/financial data projections;
- Present ideas effectively orally and in writing;
- Supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances
- Establish and maintain effective working relationships with subordinates, other City employees/departments, City officials, and the public;
- Speak publicly upon City finances to interested civic groups;
- Act as a staff advisor to the City Council and the City Manager.

Experience

Six years of progressively responsible governmental accounting experience, at least two years of which shall have been in the supervision of a major accounting or auditing function.

Education

Equivalent to graduation from an accredited college with a degree in Accounting, Public Administration, or Business Administration.

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\$143,233 - \$181,640 eff 04/01

City of Pasadena

Date Adopted: July 1994

Class Code: 010091

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes and directs the activities and programs of the Finance Department including a centralized system of financial administration, computing and communications, purchasing and liability, treasury, budget, and municipal services; provides professional assistance to City management staff on financial, accounting and related matters; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class serves as the administrative head of the Finance Department and manages the activities of the treasury, municipal services, accounting and reporting, purchasing and liability, pension system administration, payroll, financial administration, budget preparation and administration, auditing, and computing and communications. The incumbent is responsible for formulating and implementing policies and procedures, developing goals and objectives, supervising staff, and directing the day-to-day operations.

ESSENTIAL FUNCTIONS

When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, organizes, coordinates and directs through subordinate division heads all Finance functions and related support services; serves as an advisor and liaison for fiscal and related matters for management, the City Council, other agencies, and the general public; advises the City Manager on long and short-range financial planning; manages City financial resources to include investments and debt retirement.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Finance Department.

Directs preparation of the City's budget; develops long-term financial plans; coordinates the diverse financial and budget reporting activities relating to redevelopment, housing, parking, grants, and other entities as appropriate.

Directs the selection, supervision and work evaluation of department personnel; provides for staff training and professional development; monitors and directs employee relations and grievance procedures.

Develops and maintains an integrated accounting system based on the law and other appropriate standards; directs and participates in the review of all financial transactions; controls the expenditure of appropriated funds; enforces compliance with standard accounting systems and fiscal procedures.

Maintains a comprehensive debt management system; enhances the City's debt rating; acts as internal financial advisor for all short and long-term financing needs.

Administers the City's treasury operation to maximize high investment return; reviews the City's investment policy and makes recommendations; maintains adequate cash flow to meet all budgetary and financial needs; oversees the deferred compensation and retirement programs, including investment options and enrollments; monitors developments related to investment trends.

Supervises the Municipal Services Division which performs billing and collection for City services and enforces the regulatory provisions relating to City business licenses, parking and other local taxes.

Coordinates the review of audit findings by City auditors and outside audit agencies for compliance; analyzes revenue-generating and cost-reducing proposals for capital and operating programs and prepares revenue projections; conducts management research and related studies as required; prepares and directs the preparation of periodic and special reports; makes presentations to the City Council on the City's financial status and related matters.

Directs the City's procurement and liability claims activities.

Directs the integration of the City's informational and communication systems including computer operations, duplicating and mail services.

Establishes and maintains effective working relations with rating agencies, the investment community, City staff and the public; serves on committees and commissions.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: Master's degree from an accredited university with specialization in business management, finance or municipal government and five years of experience in finance or accounting, including three years at a supervisory level.

Knowledge, Skills and Abilities

Extensive knowledge of administrative principles and methods including goal setting, program development and implementation, budget development, and work planning and organization; general, fund, and government accounting, including financial statement preparation and methods of financial reporting; business computer applications; applicable city, state, and federal laws and regulations; effective employee supervision, including selection, training, work evaluation and discipline; laws regulating the investment of public funds; procurement, municipal assessment and taxation; equal employment/affirmative action guidelines and policies.

Ability to plan, organize, assign, direct, review and evaluate the work of assigned staff; analyze and evaluate issues and develop sound recommendations; plan organize and direct a wide variety of financial programs and activities; interpret and apply federal, state and local laws regulating financial accounting, reporting, investing and borrowing; develop and implement procedures and controls; perform complex mathematical calculations; evaluate the earning potential of investments and direct investment activities; exercise sound independent judgement within general policy guidelines; represent the City effectively in contracts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups; establish and maintain effective working relationships with all levels of City management, committees/commissions, and the City Counsel; communicate clearly and concisely, both orally and in writing.

FLSA= Exempt

(Finance.dir)

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City of
Santa Monica

CITY OF SANTA MONICA
Revision Date: Sep 15, 2005

CHIEF FINANCIAL OFFICER (DIRECTOR OF FINANCE/CITY TREASURER)

Class Code:
0650

SALARY RANGE

\$62.23 - \$76.82 Hourly \$10,786.00 - \$13,316.00 Monthly \$129,432.00 - \$159,792.00 Annually

JOB SUMMARY:

REPORTS TO: City Manager

DEPARTMENT: Finance

DIVISION: Administration and Budget

APPROVED: Personnel Board 09/15/2005

Leads and directs the City's financial operations and long-range fiscal planning. Works organization-wide in planning, organizing and executing policies and programs to meet the City's business and fiscal objectives. Directs and manages the operations, activities and staff of the Finance Department while implementing and promoting achievement of the department's mission, plans and goals. May assume responsibility for other administrative functions as assigned by the City Manager.

MAJOR DUTIES:

Serves as principal financial adviser to the City Manager, City Council and City departments on long-range strategic fiscal planning.

Provides direction on and implements budgetary, business and financial processes and on budget, business and financial processes, procedures and controls.

Ensures that the City's fiscal and business operations organization-wide are consistent with the financial industry's best practices and accepted public finance standards.

Confers with the City Manager and department heads on policies, programs and projects organization-wide.

Participates directly, and across departmental lines, in significant projects, acquisitions and negotiations that have fiscal and/or financial implications for the City.

Approves all policies and procedures relating to financial/fiscal operations and achieving fiscal goals and objectives organization-wide.

Serves as chief liaison to City financial advisers and rating agencies.

Directs, plans and manages the activities and staff of the Finance Department.

Coordinates various financial activities including develop analysis and review of financial information with other City departments and outside agencies.

Makes presentations to the City Council, City Boards, City Commissions, municipal organizations and community groups.

Monitors and advises City Manager on economic trends. This includes forecasting impact of economic trends upon the City and directing the preparation of an annual financial forecast.

Directs budget control functions and the preparation of the City-wide annual budget.

Monitors economic developments and local, state and federal legislative activity levels affecting fiscal and budgetary issues facing municipal government and the community.

Performs a variety of regulatory and administrative duties to ensure compliance with prevailing laws, regulations and fiscal policies and procedures.

Prepares and presents to the City Council an annual statement and report of the financial condition of the City

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and other required financial reports.

Responsible for the investment of City funds.

Directs the submission of the Treasurer's Monthly Cash/Investment Reports to the City Council and City Manager.

Participates in the preparation and review of bond documents.

Directs the investment of bond proceeds and acts as City liaison with the trustee or fiscal agent.

Monitors rate of return on bond investments to ensure compliance with arbitrage regulations.

Participates in professional associations.

Performs other related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Principles, techniques and practices of municipal accounting and auditing including enterprise funds and capital improvement budgets.

Principles and practices of public administration.

Principles and practices of internal auditing.

Budget preparation and administration.

Principles of management, supervision and training.

Effective customer service techniques.

Investment strategies and processes and procedures.

Effective management and supervisory techniques.

Ability to:

Perform long and short range planning to meet City and department goals and objectives.

Direct and coordinate the work of the various divisions within the department.

Analyze complex issues, evaluate alternative solutions, develop sound conclusions and recommend a course of action.

Interpret and apply rules and regulations.

Analyze problems and develop policies and procedures.

Implement policy decisions effectively.

Select, evaluate and train staff.

Prepare and present oral and written reports.

Develop and administer complex budgets.

Provide effective customer service.

Establish and maintain cooperative and effective working relationships with all segments of the community, and with City officials and administrators.

Apply the municipal code, state and federal laws in the exercise of the major duties of this position.

Skill in:

Leadership, management and supervision.

Effective written and verbal communication.

The preparation and delivery of clear and concise oral presentations to committees, the City Council, the public, various task forces, commissions and boards.

Public relations.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration or Public Administration or a related field. Ten years of recent, paid progressively responsible professional financial management experience, including a minimum of three years of recent, paid work experience supervising a major financial function. A Master's degree in a related field is highly desirable, as is public agency experience.

Licenses and Certificates:

CPA – Certified Public Accountant; CCMT – Certified California Municipal ;

Treasurer; CPFA – Certified Public Finance Administrator or; CPFO – Certified Public Finance Officer is desired.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Performs duties subject to policy limitations and general administrative review by the City Manager.

SUPERVISION EXERCISED:

Exercises administrative supervision over professional staff.

WORKING CONDITIONS:

The work is regularly performed within a busy office environment with many interruptions and tight, frequently changing deadlines. Required to attend weekend or evening meetings. Occasional local, state and national travel may be necessary.

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