

CITY OF LOMA LINDA
FINANCE DIRECTOR/TREASURER

DEFINITION

Under general direction, plans, directs and coordinates the activities of the Finance department; implements policies and establishes procedures related to finance functions; develops and administers the department budget; establishes and maintains liaison to the public; acts in official capacity as City Treasurer; performs such other duties as may be assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Directs the fiscal management program of the City including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.
2. Plans, directs, and coordinates finance activities and services, including purchasing activities; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.
3. Prepares and administers the budget for the Finance department.
4. Administers contracts for department services; provides liaison to contract service representatives; ensures services are provided in accordance with contract provisions.
5. Advises, and otherwise provides assistance to the City Manager, the City Council, other City personnel, and the public regarding finance related issues.
6. As City Treasurer, reviews investments and cash flow; develops policies governing the investment of City funds and administers the investment program.
7. Selects Finance department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
8. Represents the City, or delegates such authority, in relation with the community, advisory committees, local, state, and federal agencies, other finance departments, and professional organizations.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree in public or business administration, accounting, or closely related field; and five years of progressively responsible experience in municipal accounting work, including at least three years in a supervisory capacity.

Knowledge, Skills, and Abilities

Thorough knowledge of municipal accounting and finance administration principles, practices, and systems; laws, regulations and reporting requirements pertaining to municipal finance administration; treasury management and investment programs available for municipal funds; sources of revenue to fund municipal services; municipal budgeting processes; principles and practices of supervision. Knowledge of computers and computer spreadsheet applications. Ability to plan, organize, and coordinate department activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.