



City of Pacific Grove  
Established Date: 12/18/2013  
Revised Date: 5/7/2014

## FINANCE DIRECTOR

**SUMMARY:** Under the general guidance and direction of the City Manager, plans, organizes, and manages the functions and staff of the Finance Department; responsible for ensuring the City's financial health, maintaining fiscal stability, and safeguarding City assets; ensures administrative services, operations, and procedures are in compliance with the Municipal Code, City Charter, and state and federal laws and regulations.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, organizes, and directs the functions and staff of the Finance Department including accounting, budget, payroll, risk management, contract management, and general administration functions; manages finance operations and other assigned programs and projects.
- Manages finance staff and activities to safeguard the City's assets, and ensures that administrative services are provided in alignment with the City's goals; monitors City operations and ensures that procedures are in compliance with the Municipal Code, City Charter, and state and federal laws and regulations.
- Manages City finance operations, including financial records, budgets, computer systems, audits, investment portfolio, debt management, revenue forecasts, payroll, billing, financial analysis and reporting, internal controls, and ledger and account reconciliation; ensures compliance to state and Federal financial management regulations, City policies and goals, and government accounting standards.
- Serves as financial advisor to City Manager and City Council; analyzes finance functions, programs, services, and activities to ensure they are meeting the needs of internal and external customers; identifies problems and emerging needs, and develops plans and recommendations that help the City Council and departments make decisions about how to best allocate the City's resources.
- Researches critical issues, evaluates records and files for accuracy and completeness, and prepares summary financial and operational reports; monitors regional business activities and economic trends.
- Supervises staff, develops priorities, and assigns tasks and projects; trains staff, and conducts performance evaluations; meets regularly with staff to discuss finance programs, workload, priorities, citizen services, and technical issues.
- Monitors operations, workflow, and timeline requirements; sets priorities, resolves problems, analyzes data, and ensures that all action items are properly processed, managed, and resolved; ensures that quality and timeliness standards are met, and quality citizen services are provided.
- Monitors revenues, analyzes revenue needs, and proposes new revenues and revenue sources, as appropriate.
- Monitors expenditure requests, approves appropriate expenditures, and ensures the public's trust is maintained by ensuring that inappropriate expenditures are avoided.
- Exercises independent judgment within broad policy guidelines; interprets concerns, defines desired results, and determines scope and priorities of programs and projects; coordinates special projects and administrative issues with City departments; explains and interprets finance programs, policies, and activities.

- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Manages the preparation of the fiscal forecast, the operating budget, and the capital improvement budget.
- Serves as the City Treasurer.
- Manages the City's investment portfolio.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Finance, Business, or Public Administration AND five years of experience managing government financial operations; OR an equivalent combination of education, training, and experience. A Master's degree in Finance, Business, or Public Administration is preferred.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Government/Financial Accounting Standards Boards (GASB/FASB), and Government Finance Officers Association (GFOA) standards, practices, and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Standards for Public Sector financial management, including payroll, cash and investment management, grant funds, and public debt management.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Principles and practices of public sector administrative management, including applicable regulations, performance management, personnel rules, procurement, contracting, and project management.
- Techniques and practices for efficient and cost effective management of resources.
- Current legislative, political, and economic trends in municipal government issues.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger and account reconciliation standards.

### **Skill in:**

- Interpreting and applying financial plans, accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Analyzing City needs, and prioritizing and promoting financial strategies to meet future needs.
- Monitoring and interpreting financial documents, and ensuring compliance with regulatory requirements.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative, independent judgment, tact, and prudence within established procedural guidelines.
- Evaluating workflow, and assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, elected officials, and representatives from other regional agencies.
- Communicating effectively verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) designation is preferred.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Most work is performed in a standard office environment.

Must be willing to work varied hours, as well as attend evening or weekend meetings and/or critical events and activities, as appropriate. This position has a critical role for the City in the preparation for, during, and in recovery from physical disasters and other emergency incidents.