

# ***City of Coalinga***

*155 W. Durian  
Coalinga, CA 93210*

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## ***Financial Services Director***

*Pay Class: Contract  
FLSA Exempt*

### **DEFINITION**

Under general direction of the City Manager, oversees and directs the operations and services of the Financial Services Department composed of accounting, budgeting, investing, utility billing, revenue collection, business licensing, purchasing and management information services. Responsibilities include but are not limited to developing and implementing department policies; providing leadership to managerial, professional, technical and clerical personnel; safekeeping, managing and accounting of the City's financial assets; supplying timely and accurate financial reports to elected and appointed officials and to the State to ensure a sound program of fiscal control is undertaken; coordinating activities with other City officials, departments, outside agencies and organizations; providing responsible and complex staff support to the City Council and City Manager; and performing other duties as required. The incumbent is expected to accept full responsibility for all department activities and service; exercise independent judgment, wisdom, common sense and initiative in establishing efficient and effective department operations consistent with City Council policies and administrative guidelines established by the City Manager; function as a member of the City's management team; and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

### **POWERS AND DUTIES**

***NOTE:*** *In addition to his/her general powers as Administrative Head of the Financial Services Department, and not as a limitation thereon, s/he shall have the following powers and duties pursuant to the provisions of Sections 40802 through 40805 of the California Government Code and City of Coalinga's Municipal Code Chapter 4, Article 2:*

- Maintains a general accounting system for the City government and each of its offices, department and agencies.
- Compiles all financial information necessary for the preparation of the City budget and to make such information available to the office whose responsibility it is to prepare the budget
- Prepares and submits to the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the financial condition of the City and each of its departments.
- Maintains all records readily reflecting the financial condition of the City and all of its departments.
- Prepares and presents to the City Council at the end of each fiscal year a summary statement of receipts and disbursements by departments and funds, including the opening and closing fund balances in the City treasury.

- Ensures the City's financial statement is published not later 120 days after the close of the fiscal year for which the report is compiled in accordance with the provisions of California Government Code 40804 and 40805.
- Handles the issuance of all City licenses.
- Supervises and maintains all payroll records; pays City employees on the presentation of a properly certified payroll.
- Maintains a record of all insurance policies and keeps the City Manager informed of their expiration dates.
- Ascertains that all taxes, assessments, utility and service charges, license fees and other revenues of the City, or for whose collection the City is responsible, and all other moneys receivable by the City from the County, State and Federal government, or from any court, office, department or agency of the City are collected.
- Supervises the collecting and billing of all utilities.
- Requires reports of the receipts and disbursements from each receiving and expending agency or department of the City to be made daily or at such times as s/he may require.
- Supervises the keeping of current property inventories of all City departments and the necessary records appurtenant thereof.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Finance, Economics, Public or Business Administration or other related field; a Master's Degree is desirable.

**Experience:** Five (5) years of progressively responsible experience in financial accounting, preferably in a municipal or closely related environment, including at least three (3) year experience in a supervisory position.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, be bondable and pass a physical examination including drug test.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

**Knowledge of:** Principles, procedures and practices of governmental accounting, investments, budgeting, auditing, data processing and debt financing; applicable federal, state and local laws and regulations pertaining to the financial operations of a municipal government; modern office

practices, procedures, methods and equipment; laws regulating the administration of City government; modern principles and practices of purchasing, program analyses, cash flow analysis revenue forecasting and personnel management; methods of statistical data analysis; uses of automated financial information systems and spreadsheets; research techniques; sources of financial information and methods of report presentation; treasury management; investment programs available for governmental funds; and sources of revenue to fund City services.

**Skill and Ability to:** Understand and analyze a variety of financial statements and reports; prepare and analyze budgets; gather, interpret and analyze economic and financial data; use computer programs to analyze data, build forecasting models and create "what-if" scenarios; prepare complex reports and analyses; communicate technical material clearly and concisely, both orally and in writing; assign, direct, train, review, and evaluate the work of subordinate staff; analyze, evaluate, and modify purchasing methods and procedures; interpret and explain policies and procedures relating to City purchasing, accounts payable, accounts receivable, utility billing and fixed assets; make oral public presentations; maintain accurate records and files; understand and carry out written and oral instructions; work independently and make sound judgments within established guidelines; research information and solve customer service problems; interpret applicable laws, rules, regulations, ordinances and codes; work under tight deadlines; understand the organization and operation of the City and of outside agencies; implement department policies, procedures, organization and operating details; interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies and the public; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print and personal computer monitors; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by:

  
Stephen B. Julian, City Manager

  
Date