

Effective: February 1998  
Revised: February 2015  
EEOC: Administrative  
FLSA: Exempt  
Unit: Exempt  
Physical: 1

## **DIRECTOR OF FINANCIAL SERVICES**

### **DEFINITION**

Under administrative direction, and reporting to the City Manager, this position has the overall responsibility for planning, directing, and organizing the Financial Services Department which is comprised of financial analysis, accounting, payroll, purchasing, investments, risk management, and internal audit. Manages and coordinates the work of professional, technical, and clerical staff. Directs the preparation of annual operating budget and monitoring; prepares financial statements, projections and analyses; maintains sufficient internal controls to insure integrity of financial responsibilities. Provides a high level of administrative and technical support to the City Manager as assigned.

### **SUPERVISION EXERCISED**

Exercises direct and indirect supervision over professional, technical, and clerical staff.

### **EXAMPLES OF DUTIES-** Duties may include, but are not limited to, the following:

Assume management responsibility for services and activities of the Financial Services Department including accounting, utility billing and collection, payroll, purchasing, investments, and other auxiliary functions.

Develop and implement departmental goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.

Plan, direct, coordinate, and review the work plan for department.

Monitor workflow, hire, review, and evaluate employees.

Oversee the preparation of the annual budget, and for other funds under the control of the City.

Prepare financial projections, analyze the City's financial status and anticipate variances in the operating budget; provide reports and updates to the City Manager and Council as required.

Responsible for overseeing the preparation of tax, state, and various other special reports.

**EXAMPLES OF DUTIES:** *(continued)*

Interpret and maintain compliance with pertinent budgetary, legal, procedural, and specially funded program requirements.

Responsible for preparing and coordinating the annual external audit; conduct internal, management, and performance audits, investigations, and operational studies;

Coordinate the development and maintenance of computerized financial applications and systems;

Responsible for overseeing the systems utilized for the proper accounting of the City's assets and financial transactions.

Prepare a variety of financial and budgetary statements and reports including timely financial statements, budget transfers, costs studies, cash flow analyses, and revenue and expenditure projections.

Manage fiscal resources including cash receipts, revenues and investments; ensure that there is segregation of duties from the accounting function.

Perform oversight of the City's procurement procedures and systems ensuring that they are in compliance with all federal, state, and local requirements.

Serve as a resource for labor negotiations information and may assist with at-table negotiations.

Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions.

Develop efficient practices and utilize technology to streamline procedures while ensuring adequate internal controls within the Finance department and also among other City functions.

Ensure safeguard of warrants and control of signature authorities.

Develop and manage the City's investment strategy, evaluate investment results, and report on the City's investment portfolio; ensure that the investment of funds meet generally acceptable accounting standards and legal requirements.

Oversee the annual closing of the general ledger, ensuring compliance to state accounting requirements and governmental accounting standards.

Plan, organize, direct, supervise, train, and evaluate Department staff.

Develop and implementation of the Department's goals, objectives, policies, procedures, and work standards.

**EXAMPLES OF DUTIES:** *(continued)*

Determine whether financial transactions are properly documented; policies, laws, and regulations are complied with, assets are safeguarded against loss; resources are managed in an economical and efficient manner, records and procedures are accomplished; goals and objectives are met.

Make presentations to the City Council, management staff, various commissions and groups.

Provide support and advice as necessary to the City Manager and department managers.

Perform other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Services and activities of a comprehensive fiscal services program.

Analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of fiscal services program development and administration.

Principles and techniques of governmental accounting, auditing, and budgeting.

Program analysis and revenue forecasting.

Computer system operations and applications for accounting, budget development, investment, and financial management; advanced principles of budgeting personnel management.

Generally accepted accounting principles and generally accepted auditing standards as related to municipalities; principles and practices of public finance administration, governmental accounting and auditing, budget preparation, program analyses, investing, debt financing, revenue and expenditure forecasting, and risk management administration.

Principles and practices of management, supervision, training, and performance evaluation.

Laws, rules, regulations, and ordinances relating to local, state, and federal public finance and administration including those regulating the investment of public funds.

Statistical research and reporting.

CITY OF MILPITAS  
Director of Financial Services

**Ability to:**

Provide professional leadership and direction

Apply general accounting and budgeting principles

Manage, direct, and coordinate the work of professional, technical, and clerical personnel  
Select, supervise, train, and evaluate staff

Recommend and implement goals and objectives for efficiencies

Prepare clear and concise reports

Analyze problems, identify alternative solutions; research, analyze, and evaluate service delivery methods and techniques

Interpret and apply policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Prepare and present clear and well-organized written and oral reports to City Council, City Administration, and others as required

Analyze, interpret, explain, and apply laws regulating City financial accounting and reporting, and investment and borrowing of funds; independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial situations

Establish and maintain effective working relationships

Develop and implement administrative and departmental policies, procedures, and rules

Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations

Prepare complex financial reports and analyses; exercise sound, independent judgment within general policy guidelines.

**Skill to:**

Effectively use automated information systems, including use of a personal computer and software applications such as word processing and spreadsheets.

Proficient in operation of personal computer and business related software applications.

**EDUCATION AND EXPERIENCE**

**Education:** Bachelors Degree in Business or Public Administration from an accredited college or university with major course work in accounting, auditing, and finance is required. An advanced degree, such as an MBA with an emphasis in finance or accounting is desirable. Possession of a current Certified Public Accountant certificate is preferred.

**Experience:** Five years experience with increasing responsibility in financial accounting, budgeting, auditing, investing, and finance administration in a public agency including at least 2 years of supervising professional and technical staff.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas. Possess and maintain a valid California Driver's License and a satisfactory driving record throughout employment are required.

**Approved by:**

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City Manager

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Date

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Human Resources Director

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Date