

CITY OF REDWOOD CITY FINANCE DIRECTOR

DEFINITION

To plan, direct and review centralized accounting, cash management, risk management, revenue collection and licensing, data processing, and purchasing services; and to serve as the City Treasurer, Tax Collector, Assessor, and Auditor.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Council. Indirect supervision may be provided by the City Manager.

Responsibilities include direct supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES

1. Develop and implement goals, objectives, policies and priorities.
2. Plan, organize and direct the financial activities of the City including the accounting, cash management, revenue collections, licensing, data processing, purchasing, payroll, budget, and risk management services.
3. Assist in the preparation, implementation and control of the City's annual operating and capital improvement budget; forecast City revenues, expenditures and year-end balances.
4. Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure audit compliance.
5. Direct the design, implementation, and control of the automated financial system.
6. Prepare and present financial and administrative reports and resolutions to the City Council.
7. May participate in meetings before citizens, elected officials, committees and boards on financial and administrative matters of the City.

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8. Assess property involving the Redwood Shores General Improvement District.
9. Invest and maintain records of City funds and municipal bonds.
10. Serve as Tax Collector and hear appeals regarding taxes assessed for general improvement districts.
11. Provide financial support and assistance to City departments.
12. Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.
13. Serve as the Treasurer for the Port of Redwood City.
14. Oversee and direct accounting activities performed by the City on behalf of the South Bayside System Authority.
15. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of municipal finance administration, particularly in the areas of accounting, budgeting, auditing, and data processing, purchasing and risk management.

State and local laws, codes, and statutes regulating the financial administration of City government.

Principles and practices of organization, administration, and personnel management.

Ability to:

Plan, oversee, direct, and organize a complex financial services department.

Develop and install sound accounting and data processing systems and procedures.

Prepare complex financial reports and analyses.

Supervise, train and evaluate professional, technical and clerical staff.

Meet appropriate physical demands necessary for adequate job performance.

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Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting or business administration. A Master's degree is desirable.

License or Certificate:

Registration as a professional Certified Public Accountant is desirable.

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Executive Management