

City of Grass Valley
JOB DESCRIPTION



FINANCE DIRECTOR

Department: Finance Director

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Finance Director is a full-time, salaried executive position within the Finance Department, reporting directly to the City Manager and serving at the City Manager's discretion on an at-will, contractual basis.

This position is responsible for the overall management and leadership of the Finance Department for the City of Grass Valley, encompassing financial operations, human resources, and risk management functions. The Finance Director exercises discretion in developing, managing, and implementing administrative and fiscal policies, as well as in strategic planning for financial, human resources, and risk management initiatives.

The Finance Department includes the following divisions:

- **Finance:** Manages accounting, treasury, debt management, purchasing, budgeting, capital planning, risk and insurance management, management analysis, and strategic planning.
- **Human Resources:** Supports department heads in recruitment, selection, promotion, classification, and compensation of employees; oversees employee benefits and services; and maintains central personnel records and files

In addition to these responsibilities, the Finance Director serves as the City Treasurer, coordinates activities with other departments and external agencies, and provides high-level administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or his/her designee. Exercises direct supervision over subordinate professional, technical, clerical and management staff.

ESSENTIAL FUNCTIONS *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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1. Oversee and manage all financial services and activities of the Finance Department, including general accounting, fiscal reporting, accounts payable/receivable, payroll, business licensing, taxation, inventory management, internal controls, external audit coordination, and the preparation, analysis, presentation, and updating of the annual budget. Recommend and implement policies and procedures.
2. Ensure accurate maintenance of the City's accounting records and timely submission of all required formal annual reports, including those for the State Controller's Office, City Manager, City Council, and other local, state, and federal agencies.
3. Serve as City Treasurer, managing the investment of City funds in collaboration with the City Manager.
4. Oversee the recruitment, selection, promotion, and classification processes, as well as compensation plans and employee benefits.
5. Manage personnel actions, including addressing grievances, liaising with City personnel, and collaborating with employee relations committees.
6. Assist the City Manager and City Council with labor negotiations, coordinating the City's bargaining team and supporting the City's labor negotiator.
7. Administer the City's insurance programs, including health, liability, workers' compensation, life, and casualty insurance. Serve on the CIRA Joint Powers Authority Board for risk management matters.
8. Develop and implement departmental goals, objectives, and priorities for each service area; establish and enforce policies and procedures.
9. Establish appropriate staffing levels and monitor service efficiency; evaluate and adjust service delivery methods as needed to improve effectiveness.
10. Assess and monitor workload, administrative systems, and internal reporting relationships; identify opportunities for improvement and implement necessary changes.
11. Plan, direct, and coordinate the Finance Department's work plan, assigning projects and responsibilities; review and evaluate work methods and procedures; and work with key staff to resolve issues.
12. Recruit, train, motivate, and evaluate department personnel; provide training opportunities and manage employee performance, including implementing discipline when necessary.

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13. Oversee the preparation and administration of the department's budget, approve forecasts, manage expenditures, and make necessary adjustments.
14. Lead the City's budget process, analyzing revenues and expenditures, preparing budget documents for City Manager and Council review, and producing monthly or quarterly financial reports.
15. Provide technical guidance and leadership on financial matters to City management, including debt management and liaison duties with financial institutions.
16. Support the City Manager with financial recommendations and reports, prepare correspondence, and attend City Council meetings as needed.
17. Represent the Finance Department in interactions with other departments, elected officials, and external agencies, coordinating activities and collaborating effectively.
18. Engage with the public on financial matters, addressing sensitive inquiries and complaints, and providing clear explanations of department policies and programs.
19. Participate in various boards, commissions, and committees as assigned.
20. Supervise and review the work of department staff, ensuring alignment with City goals and policies. Monitor work progress to ensure compliance, accuracy, and quality standards.
21. Play an active role in staff selection, training, evaluation, and disciplinary procedures, working with employees to correct deficiencies and enhance performance.
22. Ensure compliance with applicable safety, quality, and procedural standards across department activities.
23. Stay current with industry trends and developments in public administration, finance, and human resources by attending professional meetings and training.
24. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

1. Comprehensive understanding of the operations, services, and activities involved in municipal finance and accounting programs.
2. Knowledge of governmental accounting standards and generally accepted accounting principles (GAAP).

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3. Expertise in financial management, including governmental accounting, auditing, and cash management principles, practices, methods, and techniques.
4. Proficiency in debt management, including the structure of debt and knowledge of human resources, risk management, and safety practices and procedures.
5. Strong understanding of municipal budget preparation and administration, including program analysis, revenue forecasting, and financial planning.
6. Knowledge of grants administration processes, including application, compliance, and reporting requirements.
7. Ability to apply organizational and management practices for analyzing and evaluating programs, policies, and operational needs.
8. Skill in program development and administration, as well as principles of supervision, training, and performance evaluation.
9. Familiarity with relevant federal, state, and local laws, codes, and regulations, particularly those impacting finance, human resources, and related program areas.
10. Proficiency in financial and statistical trend analysis, including forecasting and reporting.
11. Advanced skills in preparing and presenting technical, administrative, and complex financial reports effectively.
12. Awareness of recent developments, current literature, and resources relevant to assigned programs and services.
13. Proficiency with modern office procedures, methods, and technology, including computers and software for word processing, spreadsheets, and other financial applications.

Ability to:

1. Oversee and manage comprehensive municipal finance and accounting programs effectively.
2. Supervise and manage other assigned service areas, including human resources, risk management, information technology, and safety programs.
3. Provide high-level, responsible staff support to the City Manager, City management, City Council, and other boards, commissions, and committees as assigned. Address and respond to sensitive community and organizational issues, concerns, and needs.
4. Offer strategic direction and leadership for the City's financial programs and initiatives.

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5. Evaluate programs, policies, and operational needs; make adjustments as necessary. Develop and implement sound accounting and data management systems and procedures.
6. Interpret and apply relevant federal, state, and local policies, laws, and regulations while ensuring compliance with generally accepted accounting principles (GAAP).
7. Plan, organize, direct, and coordinate the work of staff; delegate authority and responsibilities appropriately.
8. Recruit, supervise, train, and evaluate staff to ensure effective performance.
9. Identify and analyze problems; develop and evaluate alternative solutions, anticipate consequences, and implement recommendations to support organizational goals.
10. Research, analyze, and assess new methods and techniques for service delivery and operational improvement.
11. Collect, evaluate, and interpret complex data and information, including detailed financial data, to inform decision-making.
12. Analyze and interpret financial reports with accuracy and insight.
13. Prepare clear, concise, and comprehensive administrative and financial reports, presenting financial data in an accessible manner.
14. Develop, manage, and oversee large and complex budgets; monitor and audit cash-handling procedures for accuracy and compliance.
15. Perform treasury functions and manage debt-related activities effectively.
16. Present information clearly and respond to questions from management, regulatory agencies, business representatives, and the public.
17. Negotiate and manage contracts with external parties and service providers.
18. Communicate clearly and effectively, both orally and in writing.
19. Establish and maintain positive and productive working relationships with colleagues, external partners, and community members.
20. Demonstrate proficiency in proper English, spelling, and grammar for professional communication.
21. Understand occupational hazards and implement standard safety practices to maintain a safe working environment.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable

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incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

1. Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
2. Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
3. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. Hearing: Hear in the normal audio range with or without correction.
5. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
6. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
7. May be required to lift and move as much as 35 pounds.

EDUCATION AND EXPERIENCE - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

1. A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field is required. Alternatively, an Associate's degree with a minimum of five years of experience as a Finance Director in a municipal setting, performing similar duties outlined in this job description, may be considered.

Experience:

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1. A minimum of six years of progressively responsible professional experience in finance and accounting, including at least three years in a management or administrative role. Experience in human resources management is desirable.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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