

CITY OF ORLAND

DIRECTOR OF FINANCE

Department: Finance

Reports To: City Manager

Status: Full-Time, Exempt

Classification: Management / Department Head

Representation: Self. This is a Confidential position

POSITION SUMMARY

Under the direction of the City Manager, The Director of Finance plans, directs, manages, and oversees the activities and operations of the Finance Department. The Director of Finance serves as the chief financial officer of the City, managing comprehensive municipal financial services including municipal budgeting, general accounting, financial reporting, debt administration, revenue collection, payroll, accounts payable, accounts receivable, grant fiscal oversight, technology, and risk management. Collaborates closely with the appointed City Treasurer on City fund investments and business licensing operations. Provides highly responsible and complex administrative support to the City Manager and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- **Directs Departmental Operations:** Assumes full management responsibility for all Finance Department services, activities, and staff.
- **Formulates City Budget:** Manages the development, preparation, review, compliance, and ongoing administration of the annual City Budget, capital improvement program funds, and grant administration.
- **Controls Financial Audits:** Coordinates external independent annual audits and prepares the city's financial reports including, if applicable, and Annual Comprehensive Financial Report (ACFR).

- **Ensures Standards Compliance:** Maintains and enforces structural conformance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) mandates.
- **Forecasts Long-Term Revenue:** Monitors, analyzes, and projects revenues and expenditures to advise the City Manager on fiscal sustainability.
- **Administers Debt Instruments:** Manages the issuance, structural compliance, tracking, and strategic repayment schedules of municipal bonds and long-term debts.
- **Coordinates Fund Investment:** Works collaboratively with the appointed City Treasurer to oversee the prudent investment of City treasury funds.
- **Oversees General Ledger Systems:** Supervises accurate transaction tracking across general ledger accounts, processing accounts payable, accounts receivable, and municipal payroll functions.
- **Monitors Grant Compliance:** Reviews fiscal accounting data and structural reporting operations for federal, state, and regional funding allocations.
- **Manages Division Staff:** Selects, trains, evaluates, supports, and handles personnel issues for accounting and utility service billing staff counters.
- **Manages Technology:** Coordinates the City's technology plan and budget including hardware and software.
- **Coordinates Risk Management:** Works collaboratively with department heads to minimize and avoid risk to city liability and assets, monitors insurance and advises city manager on risk and claims.
- **Advises Municipal Leadership:** Attends City Council, commission, and regional committee sessions as requested by the City Manager to present public financial profiles and recommendations.

QUALIFICATIONS

Knowledge Of:

- Modern principles and practices of public agency accounting, municipal finance management, and governmental budgeting.
- Laws and regulations governing California municipal finance, Proposition 218 constraints, and public disclosure frameworks.

- Advanced automated financial software systems, spreadsheet tools, and general data analysis operations.
- Principles of personnel management, effective supervision, and technical workplace training.

Ability To:

- Analyze complex local financial data, diagnose structural trends, and formulate realistic long-term revenue projections.
- Prepare clear, concise, and compliant financial statements, council agenda reports, and public presentations.
- Communicate technical financial details effectively to city staff, and elected officials and civic groups.
- Establish and preserve collaborative working relationships across varying City departments, other agencies and the community.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** A Bachelor's degree from an accredited four-year college or university with major coursework in Accounting, Finance, Business Administration, Public Administration, or a closely related field. A Master's degree or Certified Public Accountant (CPA) credential is highly desirable.
- **Experience:** Five (5) years of increasingly responsible professional accounting or municipal finance management experience, including at least two (2) years of direct administrative or supervisory oversight. Experience working within a California municipality is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Environment:** Standard office setting utilizing computers and typical office equipment; occasional evening attendance at City Council or community sessions.

- **Physical:** Frequently required to sit for extended periods, walk, stand, talk, hear, and operate standard office tools; occasional light lifting up to 25 pounds.