CITY OF SANTA CRUZ
DIRECTOR OF FINANCE

Reports to:	**City Manager**
Supervises:	**Supervising Accountant, Data Processing Supervisor, Accountant II, and classes assigned to the Finance Department**
Bargaining Unit:	**Executive**

BASIC FUNCTION

Subject to general policy determination, manages and directs the activities of the Finance Department including Data Processing, Accounting, Control and Audit, Revenue, Taxation and Treasury Divisions.

TYPICAL DUTIES *(Duties may include, but are not limited to the following):*

- Administers and directs the activities of the Data Processing, Accounting, Control and Audit, and Revenue, Taxation and Treasury Divisions of the Finance Department by reviewing work load levels and operating methods to set priorities for major projects and for daily operations.
- Assists in the preparation of the annual operating budget.
- Sets policies and procedures for sound fiscal operations of the City Finance Department.
- Reviews and approves the work activities of the Revenue and Taxation Divisions engaged in collecting revenues, monitoring of investments and cash position, and functioning as City Treasurer.
- Reviews and approves the activities of the Accounting and Control and Audit Division engaged in general accounting, budget control, internal audit, payroll and accounting systems development.
- Prepares economic forecasts and long range financial plans.
- Directs the preparation of required fiscal reports, including the annual statement, an annual inventory, and monthly financial status report.
- Provides technical advice and guidance to the City Manager, the City Council, and department directors and staff in matters concerning City finance.
- Directs and coordinated the preparation and implementation of the departmental budget.

PRINCIPAL ACCOUNTABILITIES

- Assures that activities of the Finance Department are conducted in an efficient and effective manner, providing complete and appropriate support service to the administration of the City.
- Assures that required financial reports are accurate and comprehensible to the City Manager, the City Council, and the general public.
- Assures that the financial operations of the City meet the Charter requirements and State and Federal law.

- Provides administrative leadership and direction to the Finance Department in areas of professional financial expertise, budgeting and planning, and personnel training and development.
- Assists in the general administration of the City as a member of the executive team by providing input into the problem-solving and decision-making process.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, or related field from an accredited college or university.
- Four years significant experience in the administration of a finance department, or division in a public agency.
- Knowledge of governmental accounting, taxation and finance.
- Knowledge of budgetary procedures.
- Ability to prepare comprehensive written reports and to conduct effective oral presentations.
- Ability to establish and maintain effective working relationships.

Classification No.:	807
Date of Issue:	6/77
Supersedes:	Unknown