



City of San Bruno
Class Specification
CHIEF FINANCIAL OFFICER

GENERAL PURPOSE

This executive level job classification serves as the administrative head of the Finance Department and focuses on the long-term strategic goals as well as direct the activities of the treasury, revenue and financial administration, budget preparation and administration, accounting, payroll, internal audit, and purchasing. This position will lead and direct the City and Successor Agency's financial operations and long-range fiscal planning; works organization-wide in planning, organizing, and executing policies and programs to meet the City's business and fiscal objectives. This position provides highly responsible and complex administrative support to the City Manager's Office, and acts as a member of the City Manager's executive team.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager and Assistant City Manager.

SUPERVISION EXERCISED

This position is responsible for effective supervision of management, supervisory, professional, technical, and other support staff, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

The following tasks are essential for this position. Incumbents in this job classification may not perform all these tasks or may perform similar related tasks not listed here.

- Serves as chief financial advisor to the City Manager, City Council, and City departments on long-range financial strategic planning.
- Oversees and manages Finance functions including general ledger, accounting, payroll, business license and other tax and revenue collection, utility billing, purchasing and accounts payable, accounts receivable, treasury, and budget.
- Directs the preparation of the City budget; develops long-term financial plans; coordinates the diverse financial and budget reporting activities relating to redevelopment, housing grants and other entities as appropriate.
- Provides oversight and ensures the accurate and timely tax reporting for all City entities to the appropriate local, state, and federal tax authorities.
- Ensures that the City's fiscal and business operations organization-wide are consistent with the financial industry's best practices and accepted public financial standards,
- Develops and maintains best practice revenue collection, deposit and disbursement policies and procedures.

- Conducts internal financial and/or operational audits of department operations to ensure these written procedures and policies are being followed.
- Assures the expeditious receipt, processing, and deposit of municipal revenues. This includes forecasting impact of economic trends upon the City and Successor Agencies
- Supervises the collection of taxes, fees, utilities, and other receipts in accordance with laws and regulations.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Directs the Treasury function, including managing investment portfolio, planning, managing and ensuring availability of City funds, recommending investment policies, and preparing investment reports.
- Maintains financial records and ensures proper retention of financial documents.
- Prepares financial reports and oversees annual independent audit of City's financial transactions.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares budget documents; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Oversees the posting and reconciliation of ledgers and accounts.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Makes presentations to supervisors, boards, commissions, civic groups, and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for accuracy and conformance to policies and procedures.
- Prepares a variety of studies, reports and related information for decision-making purposes and to assist department heads in operating their departments in a fiscally sound manner.
- Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.
- Oversees the central computerized financial and management information system of the City.
- Manages and supervises, trains, mentors, and develops staff.
- Conduct performance evaluations, performance improvement plans, and implement corrective action as appropriate.
- Manages the investment and withdrawal of funds; manage the City's investment portfolio; produce monthly investment report.
- Researches and prepares technical and administrative reports and studies; prepare written correspondence as necessary; provide periodic reports on department activities to City Council.

- Oversees the implementation of the City's Enterprise Resources Planning system.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- Develops finance related ordinances and resolutions.
- Represents the City at various conferences, meetings, and joint powers associations.
- Performs general management duties for the City Manager as assigned. Performs cost-of-service studies for utility rate considerations.
- Attend Council and other meetings as required.
- Serves as a member of various committees and may serve as liaison to City Council sub-committees and other groups as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).

(B) Skill in operating the listed tools and equipment.

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- Ability to obtain and maintain a valid California driver's license. Must be bondable.

TOOLS AND EQUIPMENT USED

- Various technology, e.g., computers, laptop, tablets, including word processing and spreadsheet, presentation software application; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above 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 position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Fair Labor Standards Act Classification: Exempt

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