



## **TYPICAL TASKS**

Lead the development and administration of the City and Departmental budgets; direct the monitoring and approval of expenditures;

Preparation and implementation of budgetary adjustments as necessary;

Lead/assist (the City Manager) in the operations of the City's human resources function;

Negotiate contracts, agreements, and memoranda of understanding, including leading/participating in labor relations activities and contract negotiations with employee organizations.

Develop and implement program and administrative policies related to risk management and reducing the City's exposure to liability risks; advise and assist City Council, City Manager, and department heads in implementation of risk management programs and procedures.

Assist in the processing of claims and suits filed against the City; may participate in settlement negotiations with claimants, provides recommendations to the City Manager and may represent the City in court.

Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.

Develop and monitor city revenues and appropriations by fund and department; and assist in monitoring budget for departments and projects, including the preparation and distribution of monthly status reports to departments.

Provide staff assistance to the City Manager, City Council and other department directors; prepare and present staff reports and other necessary correspondence.

Establish controls necessary to assure the accuracy and security of all financial records and funds; evaluate performance of accounting procedures, and systems.

Responsible for the timely preparation of all financial reports and statements; prepare, review and analyze reports to ensure conformance with generally accepted accounting principles and other requirements.

Oversee employee safety program as part of the risk management program.

Administer the City's purchasing program.

Conduct a variety of organizational studies, investigations, and operational studies for the City; recommend modifications to Departmental programs, policies, and procedures as appropriate.

## **TYPICAL TASKS**

May participate on a variety of boards commissions, committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of accounting, budgeting, auditing, purchasing, risk management, human resources, and public administration.

Performs other related duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of**

Operational characteristics, services, and activities of a municipal government programs including accounting, payroll, purchasing, risk management and human resources.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles of supervision, training and performance evaluation of employees.

Advanced principles, practices, and standards of governmental cost accounting, treasury management, accounts receivable, and accounts payable.

Management of subsidiary ledgers, accounts and integration of general ledger, auditing, cash management and investments.

Human resource management principles and practices including labor relations.

Principles and practices of risk management and loss prevention including claims handling, worker's compensation and asset protection programs.

Pertinent federal, state, and local laws, codes, and regulations.

Business mathematics, statistics, financial analysis, and research procedures;  
Principles and practices of internal and external auditing standards.

Understanding and application of Generally Accepted Accounting Principles (GAAP).

Requirements of Fund Accounting and statements issued by Governmental Accounting Standards Board (GASB).

### **Ability to:**

Apply a strong emphasis on customer service balancing the legal requirements of the Reedley Municipal Code with the unique circumstances each potential customer brings.

**Ability to:**

Understand that citizens, City staff, and the City Council are all “customers”.

Interpret, explain and apply policies, procedures, and regulations pertaining to payroll, benefits, personnel programs, risk management, budgeting and financial management.

Communicate clearly and concisely, orally and in writing for the public, City organization and City Council.

Coordinate multiple concurrent projects, working well under pressure and deadlines with limited supervision.

Maintain confidentiality of work performed and information received.

Perform assigned duties and tasks using independent judgment and personal initiative.

Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff.

Respond to requests and inquiries for information regarding accounting, payroll, benefits, and policies and procedures.

Maintain cooperative working relations with the general public and employees with an emphasis on customer service.

Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.

Apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures.

Define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

**Minimum Qualifications**

A typical way to obtain the knowledge, skills and ability to perform this job is:

Graduation from an accredited four-year college or university with a Bachelor’s Degree in accounting, business/public administration or finance and eight (8) years of general administrative experience with an emphasis in finance/accounting with five (5) years governmental experience, and three (3) years of supervisory experience. A Master's degree in business/public administration or related field is desirable.

**Special Requirements**

Possession of a valid license as a Certified Public Accountant issued by the State of California Board of Accountancy and/or designation as a Certified Public Finance Officer issued by the Government Finance Officers Association of the United States and Canada is desirable.

Possession of a valid California Driver's License may be required.