

**CITY OF FONTANA**  
**CHIEF FINANCIAL OFFICER/DIRECTOR OF MANAGEMENT SERVICES**

**DEFINITION:** Under administrative direction from the City Manager or their designee, oversees and directs the financial affairs of the City. This position plans, directs and manages the activities and operations of the Management Services Department, coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager or their designee. Exercises direct supervision over professional, technical, and clerical personnel.

**ESSENTIAL FUNCTIONS:** Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of policies and procedures governing the operation of the Management Services Department which includes budget management, accounting services, payroll, purchasing, utility bill and treasury services.
- Develops and administers policies regarding investment of City funds under the guidelines and rules of the Government Code and invests funds accordingly.
- Ensures compliance with legislative, regulatory, and judicial mandates, regulations and professional standards.
- Responsible for the development of the City budget, including revenue forecasting, departmental budget reviews and budget recommendations to the City manager; presents budget and capital programs to City Council and other committees.
- Oversees and approves the preparation, examination and verification of financial documents and reports and coordinates audit activities with external auditors.
- Oversees the preparation and publication of all required governmental reports, regarding the financial condition of the City.
- Responsible for management of the City's investment portfolio, banking, and safekeeping agreements.
- Responsible for management of the City's debt management program.
- Maintains accounts payable and payroll systems for the disbursement of all monies in accordance with the City budget; maintains a general accounting system and control for all the offices, departments, and agencies of the City.
- Oversees the City's centralized Purchasing function.
- Oversees the billing and collection functions for the City's utility; oversees development and setting of utility rates in accordance with all legal requirements.
- Manages the collection of all taxes, special assessments, utility charges, license fees and other revenues collectible by the City.
- Prepares analytical, accounting and management reports as required.
- 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.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain prompt and regular attendance.

- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when working with the phone.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Principles and practices of municipal budgeting (operating and capital).
- Governmental accounting, taxation, and finance; GAAP and GASB accounting standards and pronouncements.
- Municipal financing techniques including bonds, special districts, fees, lease/purchases, and private/public partnerships.
- Laws and regulations governing public sector revenue instruments.
- Principles and practices of governmental procurement and contract management requirements.
- Municipal investment strategies and practices; debt management and financial analysis including revenue forecasting and long rates financial planning.
- Auditing principles and practices.
- Principles of supervision, training and performance evaluation, organizational development, and management.

**Experience:** Eight (8) years of broad and extensive professional experience in government budget administration, fiscal operations, accounting, and auditing, with at least five (5) years with a municipality or governmental agency and supervisory experience. Or a combination of education and experience which provides the required knowledge and abilities.

**Education:** A Bachelor's Degree from an accredited college or university with major coursework in Accounting, Business Administration, Economics, Public Administration or a closely related field. MBA/MPA or C.P.A. preferred but not required.

**License/Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

**SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass a drug screening, fingerprint screening, and physical examination. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.