

DEPUTY FINANCE DIRECTOR

DEFINITION

To assist in managing and directing operations of the Finance operation, including accounting, accounts payable/receivable, payroll, and customer service activities; to plan, organize and direct the activities of the department; and to provide highly complex staff assistance to the Assistant City Manager, Finance Director or City Manager.

SUPERVISION EXERCISED AND RECEIVED

Receives administrative direction from the Assistant City Manager, Finance Director or City Manager.

Exercises direct supervision over assigned professional and technical staff; may exercise technical and functional supervision over support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist in managing and directing the operational activities of the Finance Division.

Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

Prepare the Finance Department's budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials and supplies; administer the approved budget.

Assist in developing and implementing the Finance Department's workplan; assist with work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Plan, organize, evaluate and participate in the functions and activities of the Finance Division including general ledger work, budget, payroll, purchasing, business licenses, payables and cash receipts; coordinate operations with other departments and divisions.

Develop and review staff reports related to Finance Division activities; present reports to the City Council and other commissions, committees and boards; perform a variety of public relations, outreach and education work related to the City's financial activities.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Direct and manage the City's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; participate in the preparation and maintenance of the City's accounting structure and chart of accounts.

Provide administrative support to the Assistant City Manager and City Manager; assist with special projects as assigned; oversee the preparation of complex and sensitive reports for State and Federal regulatory agencies.

Responsible for the posting, balancing and reconciliation of the general ledger and subsidiary accounts; examine all accounting transactions to ensure accuracy; make corrections to financial records as necessary.

Responsible for the periodic audits and compliance testing that may be required for internal City financial security, proper internal controls and compliance by various firms or persons as may be required by law.

Recommend changes in automated financial systems and procedures.

Oversee maintenance of asset inventory and vehicle replacement program; prepare related reports.

Prepare periodic fiscal reports; compile financial information for use in the annual audit.

Review and analyze assessment district bond structures, including procedures for issuance and re-payment; determine future value/cost of money and indebtedness and make related recommendations.

Participate in and oversee City-wide automated integrated financial reporting system; manage and implement upgrades to the system.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Serve in the absence of the Director as required.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles and practices and related internal control.

Research methods and sources of information related financial fiscal matters.

Municipal governmental accounting principles and practices including Generally Accepted Accounting Procedures and Government Accounting Standards Board Criteria.

Principles and practices of financial computer software management and reporting systems.

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Ability to:

Assist in managing and directing the operational activities of the Finance Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping

and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Ensure accuracy of and conformance to accepted and legal reporting standards.

Perform the most complex work of the department.

Ensure compliance with State, Federal and local rules, laws and regulations.

Interpret and apply pertinent laws, rules and regulations.

Develop and administer a division budget.

Identify and respond to public and City Council issues of concern.

Prepare and analyze technical and administrative reports, statements and correspond

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Six years of increasingly responsible experience in accounting administration, including two years of supervisory responsibility. Governmental experience desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field. Master's Degree in public finance or related field or CPA is highly desirable.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

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