



Position Description

ASSISTANT FINANCE DIRECTOR

GENERAL PURPOSE

Performs a variety of supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City; coordinates daily operations within the department; provides responsible technical support to the Director and other City management staff. Serves as department head in absence of the Administrative Services Director.

SUPERVISION RECEIVED

Works under general supervision of the Administrative Services Director

SUPERVISION EXERCISED

Supervises Financial Services Supervisor, Accountant and staff performing payroll, accounts payable and other general accounting functions; participates in their selection, training and evaluation; determines work procedures, schedules and priorities.

Exercises administrative supervision over other professional and support staff, part-time, contract or seasonal personnel either directly or through Financial Services Supervisor. This is a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Manages and supervises daily operations to achieve goals within available resources; plans and organizes workload and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Plans, organizes, supervises and participates in various aspects of the department's service responsibilities, which include budgeting, payroll preparation, accounts payable, utility billing, cashiering and business licensing.

Assists and provides leadership in developing official plans, policies and procedures and communicate these to City management staff, City Council, boards, commissions and the general public.

Provides professional advice to City management staff; makes presentations to City Council, boards, commissions and the general public.

Supervises and assists in the analysis and preparation of various financial statements and reports.

Oversees and maintains internal controls to assure accepted accounting and auditing procedures as well as City policies are followed.

Supervises and performs reconciliations of financial ledgers and records.

Provides and assures that each employee of the department provides excellent customer service.

Assures adequate, trained staffing is available at all times. Identifies need and provide for the training of employees.

Prepares financial reports and oversees annual independent audit of City's financial transactions; oversees and assists in year-end close of the general ledger and financial reporting.

Oversees, coordinates and assists in development and preparation of the budget document; monitors revenues and expenditures and provides progress reports on financial well being of the City and effective use of budgeted funds, personnel, materials and facilities.

Coordinates and provides assistance to the City's independent auditor and auditors from other agencies.

Oversees and conducts accounting work relating to grant program reporting and compliance, develop and implement relative policies and procedures.

Oversees the central computerized financial and management information system of the City; supervises operation and maintenance of financial computer and software systems; identifies, develops, and implements upgrades or new software as necessary to facilitate departmental goals, policies and objectives.

Prepares a variety of studies, reports, and related information for decision-making purposes and assists department directors in operating their departments in a fiscally sound manner.

PERIPHERAL DUTIES

Serves as a member of various employee committees or staff meetings; may represent the city and act as liaison with other agencies, public entities, and City departments; represents the City in professional organizations as appropriate.

Exhibits and practices support for management decisions; commits to creating and sustaining a pleasant, cooperative and productive work environment; assures inter-departmental coordination and cooperation.

Performs general management and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Governmental accounting theory; principles and practices, and internal control procedures; management information systems; office automation and computerized financial applications; payroll and accounts payable functions; budgetary accounting and reporting systems; Governmental Accounting; Auditing and Financial Reporting (GAAFR); Generally Accepted Accounting Principals (GAAP); and Governmental Accounting Standards Board (GASB) statements.

Ability to:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; communicate effectively orally and in writing; establish and maintain effective working relationships with City officials, employees and the public.

Skill in:

Operating listed tools and equipment.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field. Four (4) years of progressively responsible accounting or municipal finance experience with two (2) years minimum supervisory experience.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license.

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system, including accounting and financial software; 10-key calculator, phone, copy machine, fax machine and automobile.

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 the 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 and hear, use hands and fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or 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 describe here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office environment. Employee may be required to visit other departments, vendors, and customers. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The noise level in the office work environment is usually quiet.

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