



DEPUTY FINANCE DIRECTOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

This position assists the Finance Director plan, supervise and direct the operations and of the Finance Department; oversees the City budget and annual audit; and supervises staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervise the General Ledger, Accounts Payable, Payroll, Accounts Receivable, and Treasurer divisions of the Finance Services Division.
- Coordinate the development and administration of the City budget, including preparation of the City's five year financial forecast.
- Participate in the selection of staff, write performance evaluations and mentor employees on performance issues and succession planning.
- Develop and administer accounting and budget control systems as necessary to comply with governmental accounting procedures and pronouncements, laws, ordinances and other regulations.
- Direct the preparation and processing of accounts payable, accounts receivable, payroll, and cash deposits.
- Direct the monthly reconciliation of each asset and liability account of the City.
- Conduct and coordinate the City's annual audit.
- Administer the City-wide revenue program; provide revenue projections and prepare revenue analysis.
- Respond to requests for information and provide advice to City departments, other governmental agencies and the public on City financial and accounting policies.
- Coordinate indirect cost allocation and service fee studies.
- Assist in the fiscal management of the City's self-insurance programs; work directly with the City Attorney, Human Resources, actuaries and third party administrators.
- Prepare technical analyses on expenditures and revenue projections.
- Oversee the compilation of the Comprehensive Annual Financial Report (CAFR) and other miscellaneous financial reports as needed.
- Assist the Finance Director and Public Works staff to prepare the CIP.
- Monitor the investment and withdrawal of funds and produce the City's quarterly investment report.
- Oversee internal controls in cash handling and collections.
- Assist the Finance Director in planning department activities and policy development; draft staff reports and attend Council meetings as directed.
- Recommend and implement financial management systems and computer applications.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Principles, practices, methods and techniques used in budgeting, and municipal accounting, including Generally Accepted Accounting Principles (GAAP),
- Quantitative and management analysis techniques to determine fiscal impacts.
- Computer based accounting and financial systems.
- Principles and practices of effective supervision.
- Contract administration.
- Laws, statutes, ordinances, and regulations of municipal finance and investment of public funds.
- Advanced Microsoft applications including Excel and other computer software.

Ability to:

- Use effective leadership and supervisory skills to promote a motivated and highly performing finance team.
- Supervise, train, and evaluate Financial Services Division personnel.
- Plan, organize, and complete special projects.
- Design, implement, and evaluate programs.
- Apply professional accounting principles to the maintenance of complex fiscal accounting records.
- Perform internal auditing of governmental and enterprise functions.
- Establish and maintain satisfactory working relationships with the public and City employees.
- Negotiate and administer contracts.
- Prepare, administer and monitor the budget.
- Prepare costing analysis for projects and negotiations.
- Analyze financial information.
- Oversee the automation of financial applications.
- Communicate clearly and concisely in both written and oral form.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

- Bachelor's Degree in Accounting, Finance, Business Administration or a related field. A Master's Degree in one of the above fields is preferred. CPA or CPFO is highly desirable.
- Five (5) years increasingly responsible experience in accounting or auditing work preferably in a public sector environment.
- Three (3) years of supervisory experience.
- Effective leadership, management, and supervisory skills.

Significant Environmental Conditions:

Ability to operate office equipment and to work in a standard office environment.

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DEPUTY FINANCE DIRECTOR
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