



Title: Assistant Director of Finance

FLSA Status: Exempt

JOB PURPOSE:

The purpose of this position is to assist the Director of Finance in the operational and managerial activities of the City's Finance Department. This is accomplished by supervising and participating in maintaining the operations of the City's financial management systems and related financial activities, developing and managing the annual operating budget and capital improvement program processes and transactions, and managing cash and investments, including serving as one of the City's Investment Officers. The Assistant Director of Finance utilizes a high degree of independent judgement in determining work processes to ensure compliance with accounting procedures, reporting, and in improving efficiency and effectiveness of City operations through designing and improving financial reporting and systems of control. This position reports to the Director of Finance and may oversee the department in the Director's absence.

ESSENTIAL FUNCTIONS

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in the position.

- Responsible for the timely and accurate reporting of the City's financial position and results of operations while developing and ensuring compliance with City financial policies and procedures.
- Supervises the activities of department staff to ensure compliance and implementation of various administrative functions and financial activities, to include hiring, scheduling, training, coaching, mentoring, evaluating work performance using written performance evaluations, and counseling staff to correct deficiencies and implement discipline procedures.
- Oversees the department's implementation and design of various databases and financial systems, including budget entry and tracking, financial modeling and forecasting. Works with internal stakeholders and outside vendors to develop and/or update the department's various technology systems.
- Assists the director in the development of short and long-range financial planning including maintaining and updating the City's financial model for both operating and capital improvement plans, while promoting consistency of multi-year financial plans and annual budgets.
- Coordinates budget preparation by planning budget guidelines and instructions, conducting budget training for staff, maintaining integrity of the budget database and overseeing development of the City's annual budget book, reviewing budget requests and recommendations, preparing budget proposals, monitoring department budget execution, recommending budget adjustments and linking the City's strategic plan to the budget.



- Assists with the compilation of the City's Comprehensive Annual Financial Report (CAFR) and other financial reports; and ensures compliance with applicable laws, regulations and audit requirements.
- Directs the expenditure and collection of public funds by maintaining an accounting system and developing policies and procedures in accordance with GASB standards.
- Directs treasury and cash management activities by analyzing and evaluating cash flow to determine the availability of cash investments; determines debt form and appropriate retirement schedules for bonded debt insurance and retirement. Serves as one of the City's Investment Officers.
- Coordinates the completion of financial audits; coordinates the collection and preparation of audit information; conducts meetings with auditors; reviews audit reports; and coordinates preparation of City responses to audit findings; and the implementation of approved policy and procedural changes.
- Oversees and supervises general ledger, accounts payable, payroll and related accounting activities. Maintains and reconciles general ledger and subsidiary ledgers for all fund types, including receivable, payable, revenue and expenditure accounts; maintains City's official chart of accounts.
- Prepares and/or reviews journal entries; coordinates reconciliation of various bank accounts and general ledger accounts on a monthly basis; monitors actual expenditures against the budgeted amounts and monitors revenue receipts in comparison to budgeted revenue. Prepares budget transfers as needed and as required by city procedures. Confers with the Director regarding any potentially serious concerns.
- Assists with managing organizational projects assigned to the Finance Department by developing timelines, identifying necessary resources, facilitating public meetings, conducting training sessions, developing alternative strategies, preparing recommendations, implementing the chosen action plan, and attending City Council meetings and work sessions as requested.
- Responds to questions and requests for information from employees, managers, and the general public; explains and interprets accounting policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.
- Facilitates team development of skills in information sharing, conflict resolution and group empowerment.
- Develops and implements systems to improve service(s) and processes.
- Understands and communicates Federal, State, County and City laws, codes and ordinances relating to current governmental accounting theory, principles, objects and practices.
- Other duties as assigned.



QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance.
- Master's degree in Business Administration preferred.
- CPA and local government experience preferred.
- Knowledge and experience of governmental/fund accounting essential.
- Continuing professional education in fund accounting and governmental accounting is desirable.
- Minimum five years of progressively responsible experience in an accounting position.
- Minimum two years supervisory and substantial financial systems responsibilities.
- Thorough knowledge of Finance functions and best practices.
- Extraordinary attention to detail.
- Microsoft Office proficiency.
- Thorough knowledge of all modules of financial software.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of accounting theory, principles, and practices, particularly as applied to governmental accounting; public finance and fiscal planning; payroll and accounts payable functions; considerable knowledge of budgetary accounting and reporting systems, GAAFR, GAAP and GASB.
- Knowledge and application of Federal, State, County and City laws, codes and ordinances relating to area of management.
- Considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications.
- Ability to prepare and analyze complex financial records and reports; maintain efficient and effective financial systems; maintain, analyze and change financial procedures and reports; accurately account for City funds.
- Advanced knowledge and skill in computer based applications such as spreadsheets, word processing, database programs, Internet and email.
- Ability to prepare and maintain department financial records of considerable complexity.
- Ability to prioritize and manage multiple tasks with accuracy and efficiency; develop recommendations for improving operating procedures and policies.
- Ability to regularly handle confidential and sensitive information.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, supervisors, city officials, and members of the public; work as a team member and foster a teamwork environment with subordinates.
- Ability to communicate effectively, orally and in writing.
- Exceptional customer service skills.



- Ability to supervise various subordinate-level employees including: planning, organizing, and assigning the day-to-day workload; employee training and development; completing performance evaluations; and maintaining adequate staffing levels.
- Ability to represent the Department before a variety of groups and organizations.
- Ability to interpret and enforce provisions of policies, codes, ordinances, and regulations within the City's jurisdiction.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

WORK ENVIRONMENT:

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
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-Physical Demand-	-Frequency-
Sitting	C
Talking	F
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	O
Grasping	F
Pushing	R
Standing	R
Walking	R
Driving	R
Reaching with hands/arms	O
Stooping, kneeling, crouching, crawling	R
Climbing or balancing	R
Repetitive wrist, and or finger movement	C
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	N



ENVIRONMENTAL CONDITIONS:

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
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-Environmental Condition-	-Frequency-
Work in confined spaces (crawl spaces, shafts, pipelines)	N
Wet, humid conditions (non-weather)	N
Varying, inclement outdoor weather conditions	N
Vibration	N
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	N
Extreme heat (non-weather; >100 deg. F for > 1 hour)	N
Subject to oils (mechanical or food)	N
Required to wear a respirator	N
Fumes or airborne particles	N
Work near moving mechanical parts	N
Work in high, dangerous places	N
Risk of electrical shock	N
Potentially hazardous bodily fluids	N
Potentially hazardous or cancer-causing agents or chemicals	N



VISUAL ACTIVITIES:

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	No
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	No
Precise hand-eye coordination.	No
Ability to identify and distinguish colors.	No

NOISE EXPOSURE:

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	
Very loud noise	

Description of loud or very loud noise:

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SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.