



# Deputy Finance Director

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## Class Specification

Revised  
Class ID: 340  
Unit: MGMT  
Probation: 12 Months  
FLSA: Exempt

### DEFINITION

Under direction, directs and manages accounting and financial activities of the Finance Department including developing and implementing financial planning and budgeting procedures, and evaluating and implementing accounting systems and procedures; advises on financial matters; conducts complex professional and analytical studies and works on special projects; prepares and oversees the City's biennial budget; acts in the absence of the Finance Director; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director. Exercises direct supervision of assigned department staff, and indirect supervision of professional, technical, and paraprofessional staff.

### DISTINGUISHING CHARACTERISTICS

This is a single position management class that performs a variety of finance and accounting duties involving complex governmental accounting and reporting processes, payroll, purchasing, accounts payable, accounts receivable, budget and treasury operations, and professional, administrative, and managerial duties in managing the Finance Department. The employee has a large role in developing and overseeing the preparation of the City's Five-Year Forecast and the Biennial Operating Budget and overseeing accounting activities ensuring all activities are carried out in accordance with Generally Accepted Accounting Principles (GAAP).

Performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other City departments and public agencies. The incumbent has a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments. This classification is distinguished from the Finance Director in that the latter is responsible for planning, organizing and directing financial services for the City.

### EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, direct, and evaluate the activities of the Finance Department including, purchasing, accounts payable/receivable, payroll, and revenue receipt activities.

Prepare, review, and oversee the maintenance of journal entries, and general ledger postings and supporting financial records; supervise the maintenance of the General Ledger, the recording of all revenue, encumbrances and disbursements.

Oversee reconciliations of the City's financial activities including bank accounts and investments; manage the month-end and year-end close process and prepare related reports.

Recommend the appointment of personnel; provide or coordinate staff training; supervise assigned staff; conduct performance evaluations; work with employees on performance issues; implement discipline procedures.

Assist with the development and implementation of the department's goals, objectives, policies and procedures; monitor and evaluate the efficiency and effectiveness of service delivery methods and

procedures.

Develop and monitor accounting policies, procedures and guidelines to ensure proper control of City's finances and accounting standards; develop, administer, review and modify accounting, financial, and budget reporting standards and control systems as necessary to comply with accounting procedures, laws, ordinance and other regulations.

Manage and prepare fee studies for all City fees; manage, coordinate, and monitor rate studies.

Conduct and coordinate the City's annual financial audit and preparation of the Comprehensive Annual Financial Report (CAFR); serve as the liaison between the City and its external auditors; prepare and provide supporting documentation; ensure timely completion of the CAFR audit, annual State Controller's Office Reports, and other compliance reports as required.

Review and monitor legislative and legal changes and supervise financial transactions and other activities as necessary to assure compliance.

Oversee the maintenance of the City's financial software system and ensure timely completion of system upgrades; communicates changes/impacts to system users.

Prepare, analyze, oversee, and monitor the City's annual budget; prepare quarterly budget status reports; assist in forecasting budget revenues; develop financial forecast models; monitor and prepare reports on economic trends that affect the City.

Assist in development and presentation for the City's Capital Improvement Program (CIP); assist in coordinating and monitoring the CIP including controlling project expenditures, establishing new projects and closing completed projects; research and recommend new financing methods; prepare project reports as needed.

Assist with managing the City's investment portfolio to ensure that investments meet the policy guidelines and financial obligations; plan and coordinate financing; review, analyze, and maintain all bond issues; administer project and debt bond programs for the City; assist with preparation of periodic reports regarding investments to the City Council.

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

Prepare a variety of financial reports and cost studies for management personnel, City Manager, and City Council; provide professional, technical accounting and budget advice to City staff; coordinate activities with other divisions, departments, and outside agencies; assist in special projects as assigned; attend meetings and conferences.

Present oral and written reports to the City Manager, City Council, outside agencies, and community groups on a variety of City administrative matters.

Keep City management up to date on all facets of financial developments.

Serve as Acting Finance Director as required.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of current governmental accounting theory, principles, and practices and current auditing standards.
- Practices of Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.
- Theories, principles, practices, problems and techniques of public administration and public financing.
- Investment, portfolio, and debt management, revenue forecasting, and long range financial planning.
- Budgetary principles and practices, including the development and management of capital improvement budgets.
- Financial and economic analysis techniques to determine feasibility and cost benefits of projects, labor utilization, and purchases.
- Practices of financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.
- Organizational planning techniques and methods including forecasting, goal setting, staffing, analyses and work planning.
- Current business practices and applications, functions and programs for personal computers.
- Principles and practices of supervision, training and personnel management.
- Business English including vocabulary, spelling, and correct grammatical usage and punctuation.

### **Skill or Ability to:**

- Plan, organize and direct a variety of administrative activities including finance, accounting, and treasury.
- Interpret and apply rules and regulations regarding accounting and auditing practices.
- Select, supervise, train, motivate, and evaluate assigned staff.
- Work cooperatively with State, County and Federal government agencies.
- Review, organize, and develop technical documents, proposals and reports.
- Prepare clear, concise, and complete statistical and technical reports and written correspondence.
- Exercise sound independent judgment within general policy guidelines.
- Analyze complex problems and financial data, evaluate alternatives, and make sound recommendations.
- Make persuasive presentations of ideas, concepts and recommendations.
- Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Stay current of municipal finance trends and innovations, embrace new technology, tools, and best practices, and implement improved processes and procedures.
- Represent the City effectively in meetings with others.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Communicate and coordinate activities effectively with officials, co-workers, subordinates, other City departments, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications, and current business equipment to perform a variety of work tasks.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

**Education and Experience:**

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

Possession of a Bachelor’s degree from an accredited college or university with major coursework in financial management, accounting, management, business administration, public administration, public policy, or a related field, and six (6) years of increasingly responsible professional municipal or government experience in finance, accounting, budget, or a closely related field, this includes two (2) years supervisory experience. Master’s degree is desirable.

**License and Certificate:**

Possession of a valid driver license and a satisfactory driving record throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day and evening meetings, at various sites within and outside the City.