

Position: Assistant Finance Director	Management
Department/Site: Finance – City Hall	FLSA: Exempt
Evaluated by: Finance Director	Salary Grade: 152

Summary

Manages the general operations of the accounting and utility customer service functions. Coordinates the annual financial audit and preparation of the Comprehensive Annual Financial Report. Provides technical support to staff in operating departments. Assists in development of budget and financial management reports. Performs work under direction from the Finance Director while exercising considerable independent judgment and initiative to ensure the accomplishment of City goals and priorities.

Distinguishing Career Features

The Assistant Finance Director is a management position responsible for integrating accounting operations, audit, systems, and internal controls governing business transactions such as contracts, purchasing, and insurance. Advancement to this position can be through promotion and requires compliance with the qualifications of the position.

Essential Duties and Responsibilities

- Manages the daily operations of accounting, financial reporting, accounts receivable and revenue collection, utility billing/customer service, grant billing/financial reporting, payroll, accounts payable and business licenses. Develops and implements division work plans, operating procedures and reports. Evaluates program performance and effectiveness and initiates improvements when needed.
- Supervises accounting and utility customer service staff to ensure Department and City goals and priorities are accomplished. Schedules, assigns and reviews work. Provides developmental and technical training to staff. Conducts performance evaluations, sets standards of quality performance and addresses employee concerns when necessary.
- Coordinates the annual financial audit and preparation of the Comprehensive Annual Financial Report. Leads assignments for the annual audit, prepares audit work papers, acts as liaison to the auditors, and compiles financial statements. Reviews accounting and auditing pronouncements and implements where necessary.
- Coordinates compilation of the Adopted Budget. Assists in development of the budget calendar and communication of procedures. Distributes and collects budget work papers, calculates assumption impacts and analyzes budget proposals, makes recommendations to the Finance Director on department requests.
- Assists in the development and distribution of biennial budgets, capital improvement plans, financial forecasts, long-term financial plans and popular reports. Develops work plans, timelines and resource allocations for assigned projects and monitors to ensure objectives are met.

- Provides technical support and assistance to City departments and related entities. Analyzes the financial impacts of operating decisions. Develops and distributes internal financial reports and information. Assists with the implementation of financial system software to provide quality management information.
- Reviews payments to contractors and consultants to ensure compliance with state and local purchasing laws. Executes cash disbursements for payment of payroll, accounts payable and debt in accordance with accounting policies.
- Evaluates and reviews internal controls and procedures to protect assets and ensure that transactions are properly reflected in the accounting system and in accordance with generally accepted accounting principles.
- Monitors collection of deferred payments including assessments, system development charges and deferred reimbursements.
- Coordinates and administers the City's insurance coverage for liability, loss recovery, property and asset damage, health and welfare, and other forms of loss prevention.
- Emphasizes quality services to City customers and other departments.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires advanced-specialized professional knowledge of the theory, principles, and procedures of accounting, auditing and financial reporting. Requires in-depth knowledge of the principles and procedures used in accounting administration and development of internal controls. Requires in-depth knowledge of the external audit process. Requires considerable knowledge of the laws and regulations governing financial transactions. Requires a working knowledge of insurance and insurability. Requires a working knowledge of centralized purchasing and material management functions. Requires well-developed skill with personal computer software sufficient to design and use spreadsheet models. Requires well-developed language skills to prepare business plans and complex reports seen by the public. Requires well-developed human relations skills sufficient to carry out negotiations, conduct performance reviews, and communicate technical concepts to diverse audiences.

▪ Abilities

Requires the ability to carry out all aspects of the position. Requires the ability to conduct complex analyses of accounting systems and financial operations. Must be able to convert financial information and outcomes into reports of findings and condition. Must be able to gather and analyze data and develop conclusions and recommendations. Must be able to think critically and creatively. Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on large audience, ordinary, and telephonic conversation. Requires near visual acuity to read printed material, computer screens, and observe physical settings. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform work.

- **Education and Experience**

The position requires a Bachelor's Degree in Accounting or a closely related field and a minimum of five years experience in accounting, financial reporting and auditing including two years supervisory and management experience. An active CPA certificate or advanced degree is desired. Experience in municipal finance is desired.

- **Licenses and Certificates**

CPA certificate desired. May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.