

ASSISTANT DIRECTOR OF FINANCE

NATURE OF WORK

This is professional and administrative work assisting in the coordination and administration of the Department of Finance. Work involves coordinating, maintaining, and supervising department activities and services including accounting, purchasing, budget review preparation, audit control, revenue and expense forecasting and analysis, taxation, insurance, and general fiscal management. Supervision is exercised over subordinate fiscal staff members. Work is performed with latitude for exercising independent judgment under the general direction and guidance of the Director of Finance who reviews work for results obtained.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Assumes the duties of the Director of Finance in the latter's absence.

Plans, coordinates, manages, oversees, and evaluates the work of the finance staff; participates in interviewing and selecting staff.

Oversees the preparation of official statements in connection with issuing bonds; prepares annual continuing disclosure document pursuant to bond requirements.

Monitors all accounting activities, including the preparation of schedules and reports; coordinates all auditor activity and serves as liaison to outside auditors, providing direction to the staff and advice to the Finance Director; participates in the arrangement of the contract for outside auditor services and of banking contracts (every five years).

Prepares various fiscal reports including initial draft of the Annual Comprehensive Financial Report and the quarterly IRS form 941 filings.

Assists in budget preparation; prepares analytical financial and statistical reports including revenue forecasts and expenditure review and analyses.

Conducts, manages, or reviews various automated financial systems operations, checking for accuracy, and completeness of accounts.

Assists in financial policy and procedure development as well as the goals and priorities of the Finance Department; prepares productivity plans and schedules as requested by Director; provides project management as necessary.

Manages and coordinates all insurance activity for litigations and claims filed against the City; occasionally handles negotiations with specific vendors.

Supervises the maintenance of central accounting records; assists in the development and installation of new or improved accounting techniques and procedures; ensures that accounting documents adhere to reporting requirements and standards; oversees the accounting for, and collection of, accounts receivable including preparation of delinquent letters, follow-up phone calls, communication with the Law Department and certification to the County Auditor.

Responds to inquiries and requests for information from other departments, outside agencies, and the public, providing advice and assistance as required; prepares City Council legislation as necessary.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from a four-year college or university with major course work in accounting or finance and considerable experience in governmental accounting and finance including some supervisory experience in accounting; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of the principles, practices, laws and regulations relevant to governmental accounting and fiscal procedures, operations and services.

Thorough knowledge of the principles of budget analysis and municipal accounting.

Ability to plan, organize, and direct financial programs, supervise staff, direct and evaluate the work of subordinate employees.

Ability to compile statistical and fiscal information independently and prepare concise technical reports from such data.

Ability to review, interpret, and analyze fiscal information for accuracy and completeness.

Ability to establish and maintain effective working relationships with subordinates, other officials, and the public.

Ability to communicate effectively both orally and in writing.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk, and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.