

## **ASSISTANT FINANCE DIRECTOR**

### **DEFINITION**

Under general direction of the Finance Director, provides supervision to the accounting staff and performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult account analyses and reports; develops, implements and revises accounting systems, procedures and internal controls; coordinates the outside audit preparation of the comprehensive annual financial report; coordinates various automated accounting systems and modules and trains accounting staff in the use of such systems; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Financial Services Manager is a single-position class at the management level and performs diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising accounting staff and managing areas such as, payroll, accounts payable, general ledger, grant accounting, capital project accounting, fixed asset accounting, enterprise fund accounting, and other accounting related activities for all City funds. This classification is distinguished from the Finance Director in that the latter has overall responsibility for providing administrative direction and oversight in all financial and related functions and activities for the Finance Department. This classification is distinguished from other lower-level accounting classes by its supervisory and administrative responsibilities.

### **TYPICAL DUTIES** (These examples don't cover all the duties which may be performed.)

- Perform a variety of accounting duties in support of accounting programs including accounting, financial reporting and fixed assets; prepare monthly journal entries; and maintain fixed asset register and schedules.
- Oversee and participate in posting, balancing and reconciliation of the general ledger and subsidiary accounts; ensure all transactions comply with accepted accounting practices.
- Manage and/or supervise the preparation of a variety of monthly, periodic and annual financial and statistical reports and accounting summaries required by the City, Redevelopment Agency and outside agencies.
- Coordinate financial reporting and auditing activity with external auditors and other agencies; research, compile and analyze data; prepare reports as required.
- Oversee fixed assets accounting program; maintain accurate fixed assets records, provide statistics for capital and operating budgets.
- Provide assistance in preparing financial reports and other information required by City departments and external agencies.
- Oversee and participate in the annual closing of the City's financial records and in the development and maintenance of the City's annual operating and capital budget.
- Prepare audit schedules and confirmations; respond to inquiries from auditors and provide information within area of assignment.
- Provide professional, technical accounting and budget advice to City staff; coordinate activities with other department; assist in special projects as assigned.
- Oversee development and maintenance of the automated financial management system.
- Train, motivate and assist in evaluating personnel; assist in establishing and monitor employee performance objectives; assist in the preparation of employee performance reviews; provide and coordinate staff training.

- Provide backup support to other staff in the Finance Department; provide analytical support and staff assistance to the Finance Director; act as Finance Director in his absence.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

- Operation, services and activities of accounting programs including accounts, financial reporting and fixed assets.
- Principles, methods and practices of municipal finance, budgeting, accounting and fiscal operations and record keeping.
- GAAP and GASB accounting standards and requirements.
- General and municipal accounting and auditing principles and practices.
- Principles and practices of effective supervision, training and performance evaluation.
- Principles of financial administration, including budgeting and reporting.
- Methods and techniques of conducting audits and cost depreciation.
- Applicable laws, regulations, public finance and fiscal operations.
- Software applications utilized in governmental accounting programs.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Skill in:

- Performing professional level analysis and interpretation of financial and accounting records and fixed assets; examining, preparing and verifying financial statements, reports and documents.
- Preparing complex financial statements, reports and analyses.
- Examining, completing and analyzing detailed financial documents, forms and records.
- Developing and implementing modified and new accounting procedures and systems.
- Performing long-term strategic planning and systems analysis.
- Supervising, training and evaluating assigned personnel.
- Interpreting, applying and explaining rules and regulations regarding accounting and auditing practices.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of work.
- Working independently in the absence of direct supervision.
- Communicating clearly and concisely, both orally and in writing.

## **EDUCATION AND EXPERIENCE**

Education: Equivalent to graduating from an accredited college or university with a Bachelor's Degree with major coursework in accounting, finance, business administration, public administration, or a related field. A CPA certificate or Master's Degree in Public Administration or Business Administration is desirable.

Experience: Recent and increasingly responsible professional experience in accounting, auditing or finance (municipal finance experience preferred); supervisory experience; experience with automated financial system conversion and ability to address user issues.

## **LICENSE REQUIRED**

Must possess a valid California Driver's License upon appointment and have an acceptable driving record.