

Deputy Finance Director

JOB SUMMARY

The purpose of this position is to assist in planning and directing the financial operations and management of the City. Successful implementation of policies and procedures ensures effective administration and implementation of approved financial policies, procedures, plans and programs. Position performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records of the City.

ESSENTIAL JOB FUNCTIONS

- Prepares monthly, quarterly, and annual financial reporting documents.
- Reviews the general ledger system for proper entries and compliance with State and Federal regulations; prepares necessary reports.
- Directs, monitors, and evaluates work of department staff; interviews, hires, trains, assigns work, addresses complaints, resolves conflicts, rewards, and disciplines employees.
- Maintains a high degree of familiarity with all financial systems modules, including general ledger, accounts payable, purchasing, payroll, budgeting, fixed assets, and other special projects software.
- Assists the Finance Director in the establishment and maintenance of internal control procedures and assures that state and federal standard accounting procedures are maintained in accordance with GAAP. Implement and update all accounting practices in accordance with GASB.
- Issues oral and written instructions; assigns duties and examines work for exactness, neatness and conformation to fiscal policies and internal procedures.
- Manages operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates staff; reviews progress and directs changes as needed.
- Reviews invoices, general ledger reports, journals, check registers, contracts, audit entries, budget reports, purchase orders, check requisitions and other financial reports and transactions to ensure accuracy.
- Supervises and makes journal entries to balance and close monthly/quarterly books in general ledger; revenue and expenditures accounts; reviews bank reconciliations; represents City to providers/vendors regarding billings, products and services.
- Prepares for the annual audit and assists the auditors with financial reports, statements and documents for the completion of the annual audit.

- Assists the Finance Director in developing financial studies and plans; forecasts, estimates and monitors financial condition of the City to assure the fiscal wellbeing of the City. Prepares government reports as directed by the Finance Director.
- Proposes and implements enhancements to systems; coordinates and refines these modifications with computer systems support personnel and trains support staff as required; develops procedures to integrate new projects with existing systems capabilities.
- Establishes and ensures proper internal controls are in place to safeguard City assets; reviews functions of other departments periodically and makes recommendations as necessary.
- Coordinates, monitors, and maintains schedules of monthly, quarterly, bi-annual, and annual reconciliation responsibilities of Finance Department staff.
- Prepares and reviews working papers for external auditors, acts as liaison between the auditors and City staff.
- Supports the Finance Director with day-to-day operations of the Finance Department, and with special projects as required;.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree required in Finance, Accounting, Business Administration, or related field; Master's degree preferred; five (5) to seven (7) years of progressively responsible financial management experience, with at least two (2) in a supervisory position; prefer knowledge of municipal government financial operations; equivalent combination of education and experience.

Special Qualifications:

Guidelines: Guidelines include governmental Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GAS), GASB, City and departmental rules, and other Federal, State, and local laws, regulations, policies, procedures, and standards related to public financial recording keeping and reporting. These guidelines are sometimes clear and specific but may require interpretation in application.

Knowledge, Skills, and Abilities:

- Knowledge of public accounting, finance, budgeting and auditing principles, procedures, and techniques.

- Knowledge of principles and practices of public financial administration including budget preparation.
- Knowledge of statistical methods, techniques, and financial report preparation.
- Knowledge of financial system design and analysis.
- Knowledge of principles and practices of fund investing procedures and cash management.
- Knowledge of administrative practices and principles including goal setting, program budget development and implementation.
- Skill in effective, clear, and persuasive oral and written communication about the City's finances to individuals and groups.
- Ability to interpret and apply related Federal, State, and local laws.
- Ability to apply sound administrative and fiscal practices.
- Ability to write clear, comprehensive explanatory texts to accompany financial reports.
- Ability to prepare accounting/financial data projections.
- Ability to present ideas effectively orally and in writing.
- Ability to supervise the work of departmental staff including coordinating, assigning, monitoring, and evaluating work, hiring, training, counseling, and disciplining staff.
- Ability to establish and maintain effective working relationships with staff, other City employees/ department, City officials, and the public.

PHYSICAL DEMANDS

The work is sedentary which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

WORK ENVIRONMENT

Work is performed without exposure to adverse environmental condition.