

**FINANCE DEPARTMENT
ASSISTANT FINANCE DIRECTOR**

GENERAL DUTIES: Under general direction of the Finance Director, is directly responsible for all functions of the Accounting Unit and, in the absence of the Director, assumes the responsibility for all Division operations, including the Purchasing, Budget, and Revenue Units.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per Department policy.

Attendance - Follows Department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety-related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manage the Accounting Unit, which includes general accounting, payroll, budget, revenue, and accounts payable; in the absence of the Finance Director, assume the responsibility for managing all Finance Department operations. These include: purchasing; utility billing; business licenses; and general accounts receivable and collections.
2. Implement policies and procedures in connection with the aforementioned activities; institute new and revised procedures as appropriate; and recommend modifications to existing policies and the establishment of new policies to the Finance Director.
3. Supervise or provide for the supervision of Accounting Unit staff and for all Division staff in the absence of the Finance Director. This encompasses: the assignment, prioritization and review of work; approval of time off; staff evaluations; and the making of effective recommendations on all personnel actions.

4. Prepare and post journal entries and budget amendments; and prepare accounting and management reports.
5. Monitor the Fixed Asset Inventory; and coordinate the annual financial audit.
6. Direct the preparation of interim and annual financial reports, and manage the financial reporting requirements of the City's Federal and State grant programs.
7. Provide financial information and guidance to other City departments.
8. As necessary, conduct Division meetings and attend Department meetings; and represent the Department or City at conferences and other meetings.
9. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Customer service skills.
2. Technical skills in accounting, financial reporting, payroll, and fringe benefits.
3. Managerial skills for Division staff and operations.
4. Communication skills including written, verbal and computer skills.

KNOWLEDGE: Knowledge of:

1. GAAP and Government Accounting Standards Board (GASB) guidelines, and Office of Management and Budget (OMB) Circular A-128.
2. Applications and principles of data processing in the performance of financial transaction cycles, accounting records, fixed asset accounting and financial administration.
3. Laws relating to public finance.
4. Fiscal trends and current developments in city government.
5. Budgetary processes, controls and systems.
6. Principles of personnel administration.
7. Office methods, systems and procedures.

ABILITIES: Ability to:

1. Effectively manage all assigned operating units, including supervision of personnel.
2. Acquire a thorough knowledge of Division and Department policies and procedures and a working knowledge of applicable City policies and regulations.
3. Utilize automated information systems, including personnel computer applications.
4. Prepare accurate, concise and comprehensive fiscal analysis and reports.
5. Communicate effectively, both in writing and verbally.
6. Work protracted or irregular hours.
7. Establish and maintain effective working relationships with those contacted in the course of work.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following items are used:

1. Computer keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Microfiche reader
10. Polaroid or digital camera
11. Paper shredder
12. Specialized computer software
13. Automobile

PHYSICAL DEMANDS:

Under typical office conditions, employee will perform the following physical activities which include handling files, books, binders and sometimes boxes of work-related material:

1. Sitting for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling

10. Lifting up to 25 lbs
11. Driving
12. Speed in meeting deadlines and using office equipment

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera and automobile:

1. Seeing
2. Hearing
3. Speaking
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 95% of the time.
2. Flooring: Low-level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meeting or seminars, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Lighting: Normal outdoor conditions, with possible exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by a vehicle.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, paper shredder or paper cutter.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens or other office supplies and equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from an accredited college with a Bachelor's Degree in accounting, finance or public administration.
2. Five years of increasingly responsible experience in accounting and financial reporting, including at least two (2) years of supervisory and governmental accounting experience.
3. A CPA Certificate is preferred.
4. Pass a post-offer medical examination, which includes a drug test.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a Department of Justice criminal record check for employment.
7. Prefer non-tobacco user.