



Assistant Finance Director

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction of the Director of Finance, assists in planning, directing, managing, and overseeing the financial activities and operations of the City and the Placerville Finance Authority; oversees the day-to-day management of assigned divisions, functions, and services including billing and collection of utility accounts, accounts payable, accounts receivable, annual budget, investments, federal and state grants, payroll, and assessment districts; coordinates assigned activities with other divisions, departments and outside agencies; represents the Finance Department in the absence of the Director of Finance; and provides highly responsible and complex administrative support to the Director of Finance.

IDENTIFYING CHARACTERISTICS

The Assistant Finance Director has responsibility for assisting the Director of Finance in the management of the City's financial accounting and reporting functions. The Assistant Finance Director will work closely with the Utility Billing Division to develop specialized programs and will work closely with the software vendor and bill printing vendor to ensure an ongoing high level of customer service. This position will have a key role as liaison between the Finance Department and other City departments in order to facilitate the highest level of service to these departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the management of all Finance Department services and activities; assumes management responsibility for the day-to-day operations of assigned divisions, functions, and services including billing and collection of utility accounts, accounts payable, accounts receivable, annual budget, investments, federal and state grants, payroll, and assessment districts.
2. Participates in managing the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within Department and City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

5. Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned divisions, functions, and/or service areas; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Participates in the development and administration of assigned areas of the Finance Department's budget; participates in and approves the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements budgetary adjustments as appropriate and necessary.
8. Develops programs to ensure timely and proper billing of City utilities.
9. Assists in overseeing and implementing special programs related to City utilities including: conversion to monthly billing, addition of EFT payment option, addition of budget billing program, addition of water-metering program, and internet access of utility billing information.
10. Oversees a variety of fiscal analyses and studies.
11. Assists in overseeing, reviewing, developing and modifying internal control methods to improve existing procedures.
12. Assists the Finance Director in performing revenue/expenditure projections and in investment activities as needed.
13. Represents assigned divisions, programs, and functional areas of the Finance Department to other departments, divisions, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
15. Participates on a variety of boards, commissions, and committees.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of finance, accounting, purchasing, and related fields; incorporates new developments as appropriate.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. As assigned, serves as acting Director of Finance in the absence of the Director of Finance.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a comprehensive municipal financial management program. Principles and practices of accounting, auditing, capital financing, business law, budget control, and administration.
2. Principles and practices of program development and administration.

3. Principles and practices of municipal budget preparation and administration.
4. Principles of supervision, training, and performance evaluation.
5. Generally Accepted Accounting Principles (GAAP).
6. Government Accounting Standards Board (GASB) pronouncements.
7. Principles and practices of cost accounting.
8. Issues related to utility billing policies, procedures, and software.
9. Laws regulating public finance and fiscal operations.
10. Principles and practices of internal control and auditing.
11. Practices and methods of public agency financing.
12. Principles, practices, laws, and regulations governing the investment and management of public funds.
13. City functions and associated financial management issues.
14. Finance and governmental accounting theory, concepts, procedures, and techniques.
15. Principles and procedures of cash management.
16. Principles, procedures, and techniques of financial analyses.
17. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
18. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Assist in the implementation of a comprehensive financial program.
2. Manage and direct assigned division, functions, and service areas.
3. Participate in the development and administration of goals, objectives, and procedures for the Finance Department.
4. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
5. Identify and respond to sensitive community and organizational issues, concerns, and needs. Plan, organize, direct, and coordinate the work of lower level staff.
6. Delegate authority and responsibility.
7. Select, supervise, train, and evaluate staff.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

9. Research, analyze, and evaluate new service delivery methods and techniques.
10. Prepare clear and concise administrative and financial reports.
11. Prepare and administer large and complex budgets.
12. Interpret and apply applicable federal, state, and local policies, laws, and regulations.
13. Ensure adherence to Generally Accepted Accounting Principles.
14. Evaluate financial data and provide strategic direction on financial programs.
15. Develop and implement financial procedures and controls.
16. Perform complex accounting and financial analysis.
17. Design and install new and improved financial, general administrative procedure, accounting and record keeping systems.
18. Identify and interpret technical and numerical information.
19. Observe and problem solve operational situations, technical policies and procedures associated with the financial/fiscal administration of city government.
20. Explain regulations and procedures to the general public, representatives of other public agencies and staff.
21. Communicate clearly and concisely, both orally and in writing.
22. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, or a related field.

Experience:

Four years of increasingly responsible experience in public accounting, utility billing management, and fiscal management including three (3) years of supervisory and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment:

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established: August 27, 2000

Revised: June, 2004

Johnson & Associates

CITY OF PLACERVILLE
Accounting Supervisor