

**ASSISTANT FINANCE DIRECTOR**

**DEFINITION:**

Under direction of the Finance Director, the Assistant Finance Director oversees the Revenue Services division (ex: utility billing and business licensing) and Accounting division (ex: payroll and accounts payable); performs specialized professional accounting work; coordinates the City's annual operating budget; audits financial records and documents; interfaces with external auditors; does grant reporting; analyzes complex financial information; oversees the investment management function; administers financial system applications; does special projects; and other related duties as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to, the following:

Responsible for efficient and effective operation of the Revenue Services and Accounting divisions; budget development, preparation and monitoring; external financial annual audit management and compliance; investment strategy and administration in coordination with elected officials and executive management; oversee the cash management function; review daily investment and banking reports; monitor portfolio market trends; interface with elected officials; make recommendations and perform investment functions; financial computer systems administration; coordinate with hardware and software providers and city management to develop and maintain financial systems; enhance and develop Financial reporting formats and models; develop and maintain the City's financial reporting web page; deliver presentations to Council, management and the public on complex budget and financial issues; identify and improve internal controls on an on-going basis; provide assistance in documenting system procedures for all Finance Department operations; oversee accounting and revenue divisions ; assure that grant reporting and reimbursement requests are submitted promptly and in compliance with Federal and State requirements; attend meetings and training sessions; supervise staff; perform internal audit reviews as directed by the department head; act as department head in Director's absence. May be required to work shifts, weekend, and/or holidays.

**QUALIFICATIONS:**

Training and experience: Requires graduation from an accredited college or university with a Bachelor's Degree in accounting, finance or related field and three years of professional experience including supervising staff. A Master's in Business Administration or Public Administration and/or CPA is desirable. A valid California driver's license is required at time of employment.

Knowledge, Skills, and Abilities: Requires knowledge of governmental accounting and auditing principles, practices, and procedures; cost accounting; fixed income markets; issuance and administration of debt; office management procedures and practices; financial systems development and administration; skill in operating department tools and equipment, effectively communicating both orally and in writing; effectively using planning, time management, and organization techniques to supervise projects and staff; and the ability to

evaluate and work with complex established methods to a variety of accounting transactions and problems; prepare complete accounting statements and well organized, comprehensive written reports; and make presentations to the governing body and the public.

**PHYSICAL DEMANDS AND WORK CONDITIONS:**

While performing the duties of this job, the employee may frequently drive to specific locations and frequently sits, uses a telephone and personal computer with a VDT screen for extended periods of time. The noise level in the office is usually quiet.