



Job Title	Assistant Finance Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At- Will
Zone	7	Job Code	19683

Class Specification – Assistant Finance Director

Summary Statement:	
<p>The purpose of this position is to provide assistance to the Chief Financial Officer in all aspects of financial functions with a focus on core operational and financial reporting functions of the City including: accounting, accounts receivable including sales tax collection audits, accounts payable, payroll administration, pension administration, treasury functions, debt administration, sales tax licensing, auditing, delinquent collections, and payroll and pension administration. Monitor and develop internal controls. Assess and develop fiscal policies and short and long term financial goals. Direct the annual audit process and the development of Comprehensive Annual Financial Report (CAFR), district and enterprise financial statements. May participate on special committees as required. May present to City Council and other boards as required.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Administers the payroll, accounts payable, accounts receivable, sales tax, and accounting systems; designs, documents and promulgates appropriate procedures to implement City policies; directs in the preparation of the annual financial reports; and supervises personnel assigned to the various positions within the Finance Department.
25%	Prepares and presents financial data for use in managerial decision-making; audits and supervises audits of City records and funds; coordinates and assists auditors with investigation and verification of data and records; attends meetings including commissions and community organizations; and as a delegate of the Chief Financial Officer, makes recommendations on departmental policy development and administration. Make presentations to City Council, the Mayor, and other boards, commissions, and committees.
25%	Writes reports and performs special assignments and projects; trains other departments in the use of financial systems; and acts as Department Head in the absence of the Chief Financial Officer.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or related field.

Experience: Seven years of full-time professional finance management experience including five years of administrative, leadership, and supervisory experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Receives General Direction: Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility: This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, Ipad, Iphone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized ERP Finance software (PeopleSoft).

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2016

Revised: N/A