

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: Assistant FINANCE DIRECTOR
DEPARTMENT: FINANCE
REPORTS TO: DEPUTY CITY MANAGER - FINANCE

JOB CODE: 1110
DATE: 3/12

JOB SUMMARY: Responsible for assisting the Deputy City Manager – Finance in the operation of all Finance Department Divisions. Responsibilities include but are not limited to: accounting for all City funds, creating and following policies and a system of internal financial controls, financial planning, monitoring expenditures, fixed assets and general ledger activity; preparing financial reports; supervising accounting staff in the Finance Department, assisting in the oversight of the City's integrated financial system, overseeing all year end closing activities and preparing the annual audit and Comprehensive Annual Financial Report (CAFR).

SUPERVISION:

Position works under the general direction of the Deputy City Manager - Finance. The majority of work is performed independently, in accordance with standard practices and previous training. Position plans, prioritizes and organizes work activities, including determining the work methods. Position is expected to resolve most problems by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Unusual situations or changes in procedures are discussed with the supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements. Position has access to confidential departmental personnel files and law suits involving the City, and knowledge of collective bargaining negotiations and finalized collective bargaining agreements.

Position is responsible for the immediate supervision of five (5) full-time and one (1) shared employee. In the absence of the Deputy City Manager – Finance, the Position may also have supervision of more than eighteen (18) full-time department employees in two locations. Workload fluctuates predictably throughout the year.

ESSENTIAL JOB FUNCTIONS: The essential job functions listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

Assists the Deputy City Manager – Finance in the planning and management of the City's financial goals, objectives and operations.

An integral part of this position is developing and maintaining strong positive working relationships with departments, divisions and other staff for the smooth operation of all accounting functions.

Fills in for the Deputy City Manager – Finance during temporary absences in order to maintain a seamless operation at all times.

Oversees the accounting for all City funds including grants, capital projects, special revenue, enterprise and any other account group that may exist.

Oversees all accounting staff including payroll, accounts payable, accountants and other pertinent staff that may be necessary. Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.

Provides for a system of internal controls.

Works closely with Information Technology department and Enterprise Resource Planning (ERP)/other Vendors to improve technology in all related financial functions.

Maintains the city's computer based and integrated general ledger system; oversees the set-up of new accounts in the city's financial software; prepares various reports as needed by other departments or auditors; Oversees all journal entry posting ; coordinates general ledger closings.

Prepares working capital reports for all special revenue and enterprise funds; prepares estimated and actual fund balance reports.

Responsible for completing all applicable State Municipal Services (MS) reports including MS-2, MS-4 and MS-5. Coordinates the setting of the city's property tax rates with the City Assessor, school business administrators, and state Department of Revenue Administration; reviews Tax Collector's Report for accuracy.

Responsible for the oversight of the auditors in the preparation of all aspects of the annual audit and the preparation of the city's Comprehensive Annual Financial Report and other interim financial reports.

Performs other duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Multi-line Phones
Facsimile Machine

Computer
Photocopier/Scanner

Calculator
Printer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in accounting, finance, public administration or a related field; and, six to eight years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Certified Public Accountant (preferred).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of the Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), applicable state, federal, and local laws, rules and regulations to include: federal tax reporting, Internal Revenue Service (IRS) regulations, Office of Management and Budget (OMB) circulars, Code of Federal Regulations (CFR), and Generally Accepted Auditing Standards (GAAS).

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.
Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Developing and maintaining strong working relationships with co-workers and staff, in a fair and team oriented work environment.

Using tact and diplomacy in challenging situations; using discretion, initiative, and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and conflicts.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with only general supervision.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations associated with the job

Write reports, correspondence, and procedure manuals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while sitting, standing, or walking.

Occasionally lift light objects.

Working Conditions:

The work is performed in an office environment.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Positions may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should a Position/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the Position/applicant when possible.