FINANCE ASSISTANT DIRECTOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory and professional work in directing daily operations, functions and services of the Finance Department. This position is responsible for overseeing a wide variety of Finance programs, evaluates their effectiveness and implements appropriate changes; maintains Finance-wide processes, procedures and standards needed to achieve goals and objectives; assists with the development and implementation of an overall strategic finance vision and plan; oversees process enhancement as part of the aforementioned strategy; coordinates vendor sourcing and administration; administers a subset of the Finance budget; and serves in the absence of the Finance Director as required, and performs related work as required.

Examples of Duties and Responsibilities:

Plan, organize, coordinate, supervise and evaluate the programs, functions, services and staff in the Accounting Services or Budget Services section; in the absence of the Director will oversee the functions of Internal Audit & Grants, Risk Management, and Treasury Services.

Develop and finalize unit policies and procedures in conjunction with the Finance Director. Hire, train, supervise and evaluate staff and maintain effective employee relations. Resolve issues within project teams. Coordinate schedules and work hours.

Assist and advise the Finance Director on matters pertaining to strategic and action plans for Finance operations policies and procedures.

Manage the day-to-day performance and delivery of finance-related activities and services. Supervise, train and evaluate assigned Finance managers and other Finance staff; sustain a culture of personal and collective accountability within the teams, monitor performance and provide feedback and coaching to employees; encourage teamwork and collaboration.

Enhance service levels and responsiveness to users through effective communications, collaborative work relationships, and a stable and reliable finance environment.

Contribute to the optimal management of vendor, financial, and capital resources to achieve its strategies and objectives by helping to develop and administer the Finance budget, contracts, and vendors; develop projections and fiscal impacts of new services, capital projects, and operations.

Maintain effective communications with customers, vendors and contractors. Prepare and review specifications, requests for proposals and vendor agreements. Negotiate with vendors on behalf of the Department.

Participate in the resolution of problems/issues. Develop standards and contingency plans.

Oversee the designs and requirements for systems and programs; confer with users concerning financial systems to meet City business objectives; perform and/or direct systems design work, operations and maintenance, program development, integrations testing, deployment, training, and documentation.

Maintain current knowledge of financial laws, statutes, ordinances, rules, and regulations and management techniques.

Plan and coordinate Department activities with the Finance Director including departmental planning and goal setting. Participate in the general administration of the Department (i.e., assist in the preparation and monitoring of the departmental budget).

Engage in strategic planning for Finance. Identify and articulate needs for common city processes and business functions. Work with City agencies and Finance staff to better align Finance planning with agency business needs. Lead in the development and updating of Strategic Finance plans.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Five (5) years of responsible experience in supervising finance or accounting staff, programs, functions and services in areas directly related to enterprise budget management and/or the full scope of accounting services. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in accounting, business administration, finance, or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of complex professional accounting theory, general accepted principles and practices; various accounting systems and their applicability to municipal financial operations; data processing and its application to accounting systems. Thorough knowledge of budgeting practices, innovation strategies, use of data in decision-making and program evaluation concepts. Ability to apply accounting theory to a wide variety of operations problems; direct and lead financial and management audits; organize work and delegate tasks to subordinates; implement the day-to-day functions of a specific accounting program; lead professional, paraprofessional and clerical staff. Ability to work with various accounting/financial systems and/or database applications; work independently in determining work priorities, methods and assignments; must be organized and able to meet deadlines; ability to communicate effectively in both oral and written for; maintain effective working an

public relationships. Ability to maintain adequate attendance. Demonstrate the ability to consider different viewpoints, and to maintain relationships with diverse coworkers, community members, and customers.

Special Requirements:

Ability to meet the transportation requirements of the position.

Work is generally performed in an office environment using standard office equipment such as a computer, telephone, copier and fax machine. Employees may be expected to attend meetings during the evening or on weekends.

Department/Division	Comp. Group	Range	Class Code
Finance	18	19	TBD

Approved: _____

Erin Hillson   Date
Human Resources Director