

CITY OF CERES

DEPUTY 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, directs, manages, supervises, and coordinates the activities and operations of the Finance Department including City budgeting and accounting functions such as budget, accounting, accounts payable, payroll, purchasing, revenue collection and cash management; directs, supervises and performs activities involved in the areas of financial record keeping, budget, treasury, investment, and rate and fee studies; coordinates preparation and long range economic forecasts and analyses, and reports on financial and budgetary conditions; coordinates assigned activities with other divisions, departments, and outside agencies; acts in the absence of the Director of Finance regarding Finance matters; and provides highly responsible and complex administrative support to the Director of Finance.

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. Assume management responsibility for assigned services and activities of the City's accounting and budget operations; review and participate in the work of professional and technical employees to ensure that work is performed in accordance with City policies and Generally Accepted Accounting Principles (GAAP); provide interpretation and decisions on applicable codes, rules, regulations and accounting procedures.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for accounting and budgeting staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Provide support, training, and direction to other staff and departments regarding budgetary matters; coordinate City-wide training on budget preparation and administration processes, procedures, and techniques including providing training on budgetary systems and programs; disseminate information to departments on mid-year and annual budget.

8. Manage, oversee, and participate in the preparation of the City's operations and capital improvement budgets; coordinate schedule for annual and mid-year budget with the City Manager and other City staff; provide staff support to Directors and the City Manager in budget development; attend all budget meetings and hearings held with various departments and divisions; participate in departmental budget hearings before the City Council; assist with review of all budget documents for the City; analyze and make specification recommendations on budget requests; perform analysis.
9. Assist in forecasting budget revenues; develop financial forecast models; monitor and prepare reports on economic trends that affect the City; prepare monthly financial statements and reports; monitor cash balances to ensure adequate cash; maintain budgetary control records; analyze reserves.
10. Participate in the preparation of budget document in conformance with CSMFO and GFOA established guidelines; assist in the preparation of Management Discussion and Analysis and Letter of Transmittal for CAFR; assist in the preparation of Budget Letter of Transmittal.
11. Assume management responsibility for the timely and accurate preparation of financial and statistical reports and records in accordance with City policies and Generally Accepted Accounting Principles (GAAP).
12. Ensure that reports are prepared as necessary and in accordance with policy and practices; prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records; prepare or direct the preparation of records and reports for submission to various agencies.
13. Assist with coordination and participate in the City investment process; maximize income and safety through daily and long range investment policies while working in conjunction with contract investment advisors; plan and coordinate tax-exempt and other financing as required; review, analyze, and maintain all bond issues; administer project and debt bond programs for the City.
14. Manage and prepare fee studies for all City fees; manage, coordinate, and monitor enterprise rate studies; implement office automation strategies; prepare and coordinate reports and presentations on current fiscal issues for City Council, community groups and regulatory agencies; develop and maintain records, statistics, and reports on financial activity.
15. Oversee, review, audit, and approve all accounts payable, purchase orders, payroll, and other accounting records and transactions; prepare, review, correct, and distribute expenditure reports to all departments.
16. Assist in the implementation of the fiscal management program of the City including maintenance and analysis of all general ledger accounts, coordination of the year-end audit, and preparation of financial statements and other required financial reports.
17. Prepare a variety of analytical, financial, and management reports; including annual reports for the Ceres Redevelopment Agency and Stanislaus Ceres Redevelopment Commission.
18. Serve as Treasurer of the Ceres Community Foundation; receive donations; prepare related reports and financial statements for approval by the Board; submit reports to IRS as necessary.
19. Serve as the liaison for the Finance Department with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

20. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
21. Provide responsible staff assistance to the Director of Finance.
22. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of accounting and budget including legislation, court rulings and professional practices and techniques; incorporate new developments as appropriate.
23. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
24. Perform 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:

Operational characteristics, services and activities of a municipal accounting and budget program.
Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
Principles and practices of financial record keeping, control, and reporting.
Principles and practices of municipal budget preparation and administration.
Methods and techniques of cost accounting.
Finance and cost distribution systems.
Principles and practices of program development and administration.
Principles and practices of governmental accounting.
Internal control and audit principles and practices.
Principles of business letter writing and basic report preparation.
Methods and techniques of analysis and investigation.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations including those related to bond issues, investments, general accounting and fee setting related to financial administration of public agencies.

Ability to:

Oversee and participate in the management of a comprehensive municipal accounting and budget program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Prepare clear and concise administrative and financial reports.
Analyze and interpret complex financial and accounting records.
Conduct feasibility studies involving the analysis and review of fiscal data in order to develop forecasts, trends, and analyses.
Read and interpret documents such as laws, regulations, and reporting requirements pertaining to municipal accounting and budgeting.
Speak effectively before groups and employees of the organization.

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

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply applicable federal, state and local policies, laws and regulations.

Operate a computer and supporting office and accounting applications.

Properly interpret and make decisions in accordance with laws, regulations and policies regulating City financial accounting, reporting and record keeping.

Analyze complex financial issues, evaluate alternatives and implement sound solutions.

Communicate clearly and concisely, both orally and in writing.

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:

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

Experience:

Six years of increasingly responsible accounting experience with responsibility for budget development, preferably in a public agency setting, including three years of management and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Certification as a Certified Public Accountant (CPA) is desirable.

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 some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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; to travel to other locations using various modes of private and commercial transportation; 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.

Bargaining Group: Mid-Management
FLSA Status: Exempt
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ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Deputy Finance Director position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.