



JOB DESCRIPTION

Assistant Finance Director

Date Prepared: March 2014

Class Code: 1220

SUMMARY: Under general supervision, assists the Finance Director to maintain fiscal stability, and safeguard the assets of the City; provides financial advice, manages assigned personnel, and assures that work activities are in compliance with state and federal regulations, and City policies.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the activities and staff of a Finance Department work group, including financial reporting, billing, accounts receivable, accounts payable, and purchasing; coordinates with other managers on special projects, daily operations, personnel management, technical issues, and budget.
- Reviews and approves financial reports, and conducts financial analyses; analyzes Finance Department technical information, and develops recommendations and summary reports; assures financial reports are in compliance with time requirements and quality standards, and in accordance with state and federal requirements, rules, and regulations.
- Directs the preparation and issuance of Comprehensive Annual Financial Report (CAFR), special financial reports and disclosures, and interim financial reports for departments and City Management.
- Prepares and reviews policies, requests for proposals, contracts, staff reports, and other communications.
- Conducts internal control risk assessment of City financial systems, and other special projects, and presents findings to City management, City Council, oversight boards, and auditors.
- Directs Finance staff; plans, prioritizes, and assigns tasks and projects; monitors work, develops skills, and evaluates performance; meets with team to discuss and resolve workload, quality standards, and technical issues; reviews work, verifies the accuracy of financial records, and assures required deadlines are met; reviews and verifies journal entries and account reconciliations.
- Evaluates departmental policies, internal system controls, and recommends improvements.
- Coordinates development of City budget; monitors budget, revenue, and expenditure trends.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, technical support systems, internal reporting relationships, and inter-departmental issues; identifies opportunities for improvement, and develops recommendations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, Finance, or Business Administration; AND six years of experience managing public sector financial operations.

Knowledge of:

- City organization, operations, policies, and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Federal and state laws and statutes governing municipal operations, public records, and open meetings.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Principles and practices of administrative management, including personnel rules, procurement, contract management, risk management, and employee supervision.
- Record keeping and file maintenance principles and procedures.
- General ledger and account reconciliation standards.

Skill in:

- Analyzing problems, defining complex issues, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations to support goals and build the organization.
- Effectively managing staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Reading, interpreting, understanding, and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing municipal financial activities.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.