

CITY OF RIVERBANK

ASSISTANT FINANCE DIRECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, assists in planning, managing, overseeing and directing assigned operations, and services of the Finance Department; analyzes and reconciles financial statements; assists with preparing the City's annual budget; prepares required reports; prepares journal entries and maintains the City's general ledger; assists in the administration of grants; provides liaison to outside auditors; oversees the work of assigned staff; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides assistance to the Director of Finance/Treasurer; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Finance Director** is the mid-management level class which performs a variety of complex financial duties, including assisting with the preparation of the City's annual budget, reconciling a variety of accounts and funds, maintaining the City's general ledger, and overseeing staff involved in payroll, utility billing, accounts payable and receivable, and customer service. This classification is distinguished from the next higher classification of Director of Finance/Treasurer in that the latter has overall responsibility for the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Finance/Treasurer. Exercises direct and indirect supervision over professional, technical, and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, manages, oversees, and directs assigned functions of the Finance Department; reconciles numerous accounts; assists with the preparation of the City's annual budget; prepares various required reports; prepares journal entries and maintains the City's general ledger.
- Assists with developing, implementing, and maintaining departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Assists in the preparation of the City's annual budget, including preparing forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; assists in coordinating the City budget process; develops revenue forecasts and monitors expenditures on a regular basis.
- Coordinates outside audits; prepares and submits a variety of state required reports.

- Creates and enters journal entries in order to maintain the City's general ledger.
- Reconciles and balances cash accounts; reconciles various accounts in order to ensure proper usage and balances; makes correcting entries as necessary; processes the bank reconciliation; tracks available reserves.
- Manages and updates the City's Capital Asset System.
- Assists in the transfer of funds for cash management and investment purposes; allocates interest for all City funds; prepares and enters related journal entries; maintains a chart of all City and redevelopment accounts.
- Participates in the selection, training, and evaluation programs for all Administrative Services personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Tracks developer reimbursements; tracks developer deposits and release of funds.
- Processes and authorizes the Department's accounts payable invoices for payment; reviews all accounts payable data entry to ensure proper account coding.
- Reviews and signs off on staff timesheets; oversees the staff responsible for accounts payable, accounts receivable, utility billing, customer services, and payroll; fills in for staff as necessary.
- Serves as the Director of Finance/Treasurer in his or her absence.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance and portfolio management; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Assistant Finance Director**. A typical way of obtaining the required qualifications is to possess the equivalent of four years experience, including at least three years in a responsible professional accounting capacity, and a bachelor's degree in accounting, business administration, finance, or related field.

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and techniques of finance and information system administration, organization and operation; Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP); principles and practices of general, fund, cost, and governmental accounting; principles and practices of auditing and financial control; network based computer applications and design; methods and techniques of supervision, training, and motivation; principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including those related to investments, purchasing and utility billing; principles and practices of budget development; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the work of assigned Administrative Services personnel; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement, and performance levels; assist in the preparation of the budget and a variety of reports; reconcile various accounts; administer the Department's server and related financial software programs; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.