

DEPUTY FINANCE DIRECTOR

ADOPTED: September 2023

City Manager Approval:


FLSA: Exempt

DEFINITION

Under general direction, performs professional accounting duties for assigned programs and/or functional areas.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Administrative Services Director. Exercises direct and general supervision of assigned staff.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to apply professional accounting principles to facilitate fiscal control, perform fiscal analyses and/or establish fiscal accounting systems. Under general direction of the Administrative Services Director, is responsible for finance programs or functional areas including professional accounting duties, preparation of financial reports and/or statements, supervision of assigned staff; and performs related work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, organize and direct the activities and operations of utility billing/revenues, accounts payable, general accounting and the general ledger.
- Prepares the Administrative Services Department's budget, goals, objectives, priorities and programs; participates in the development of the City's operating and capital budgets.
- Prepares ACFR, State Controller's report, and other highly analytical financial and statistical report.
- Monitors departments' budget revenues and expenditures; reports any variances to department directors, Administrative Services Director and City Manager; works with others, as assigned, for identification and implementation of any corrective actions.
- Coordinates and participates in the preparation and analysis of various financial statements, schedules and reports; develops format for the preparation of financial reports; ensures financial statements are prepared on a timely basis in accordance with GAAP and GASB and related governmental accounting regulations; assist in the preparation of the quarterly financial report.
- Carry out supervisory responsibility in accordance with City policies, procedures and applicable law; work with Administrative Services Director to develop department goals, objectives, and systems and in the overall management of staff including selection, training, development, motivation, supervision, discipline and evaluation.

- Performs grant management, preparation, tracking, reporting and administration.
- Ensures financial payments for goods, services and capital improvements are in accordance with City contracts. Receives and verifies that vendor certificate of insurance certificates are in accordance with contract terms; files certificates.
- Draft financial policies and procedures and provides implementation and oversight of such policies and procedures.
- Develops and performs tests of the internal controls and identifies opportunities to improve internal controls.
- Performs related duties.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to accounting, budget and revenue collection
- Accounting theory standards and their application to a wide variety of accounting transactions and issues
- Principles and practices of effective customer service programs
- Methods and equipment used in processing automated financial records, billing and payment
- Accounting and recordkeeping procedures, methods and practices
- Principles of supervision, training and performance management
- Generally accepted accounting principles and procedures

Ability to:

- Plan, assign and supervise the work of staff involved in accounting and revenue collection
- Analyze and interpret accounting records
- Analyze customer service problems and take appropriate action or make recommendations for modification of policies and procedures
- Prepare and present reports related to billing operations and financial condition
- Interpret and apply City and department rules, policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Develop and install sound accounting and financial reporting systems and procedures
- Propose and make adjustments to standard operating procedures as necessary to improve operational effectiveness
- Understand and apply legal requirements and administrative policies to accounting functions
- Establish and maintain effective working relationshipsAbility to train, supervise and motivate personnel

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree from an accredited four year college or university with major course work in accounting, finance, public administration, business administration or a related field
- Five years of broad and increasingly responsible experience in public sector finance or administration, including 2years of lead worker/supervisor responsibility
- Possession of an additional five years experience in public sector finance or administration may substitute for the Bachelor's degree

- Licensed as a Certified Public Accountant by the California Board of Accountancy may substitute for the years of experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

