

ASSISTANT FINANCE DIRECTOR

Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under administrative direction, to direct, manage and supervise the operations of the accounting, reporting, budgeting and financial transactions in the Finance Department; and to provide highly responsible and complex administrative support to the Finance Director and departments. Act in the capacity of the Finance Director in the Finance Director's absence.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Assists in planning, organizing and directing the financial administration of the City.

Supervise and direct the accounting, cash management, and financial record keeping of the Finance Department.

Coordinate, organize and schedule assigned personnel and other resources to achieve departmental goals; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Manages the preparation of the Comprehensive Annual Financial Report, financial statements and other financial reporting.

Assist in preparation of biennial budget and monitor compliance with approved appropriations.

Verify accuracy of financial transactions and reporting.

Review and revise existing accounting policies and procedures to comply with Generally Accepted Accounting Standards and the state accounting manual.

Review and recommend internal control processes related to financial transactions.

Participate in special financial analysis projects, financial forecasting, revenue projections and other projects.

Prepare and approve daily journal entries and adjusting journal entries.

Perform internal auditing of cash operations; ensure compliance with applicable financial policies and procedures.

Supports the computer systems development and system integration for all accounting and budgeting operations.

Assists in providing administrative supervision over the central accounting activities of accounts payable, accounts receivable, utility billing, payroll and ambulance billing.

Stay abreast of changes in Generally Accepted Accounting Principles, cash management principles and investment policies and procedures.

Assists in coordinating all financial policies to other City departments.

Train, motivate, support and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; as needed, implement discipline and termination procedures as appropriate.

Performs any and all special assignments as directed by the Finance Director.

Participates in the development and implementation of finance policies, attends City Council, Finance Committee and Department Head meetings in the absence of the Finance Director.

AUXILIARY FUNCTION STATEMENTS

Perform related duties and responsibilities as required.

Follow all safety rules and procedures established for work area.

QUALIFICATIONS

Knowledge of:

Principles of supervision, training and performance evaluation.

Principles and practices of accounting, budgeting and financial reporting.

Generally Accepted Accounting Principles.

Principles and practices of governmental accounting and internal auditing.

Washington State BARS accounting system

Advanced information technology principles especially Microsoft Word and Excel

Principles and practices of municipal budget preparation.

Methods and techniques of treasury and revenue management.

Advanced mathematical principles.

Modern office procedures, methods and computer equipment.

Grant management requirements

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Establish and maintain effective working relationships with the Mayor, City Council, Department Directors, Finance Department staff, peers and the general public

Apply judgement and discretion in resolving problems and interpreting policies

Prepare a Comprehensive Annual Financial Report

Manage and oversee the operations of the financial and accounting functions.

Prioritize, assign, monitor and evaluate work of assigned staff.

Perform internal auditing of cash operations.

Perform mathematical calculations with speed and accuracy.

Operate a variety of office equipment including a computer and associated applications.

Communicate clearly and concisely, both orally and in writing.

Interpret and apply applicable Federal, State and local codes, laws and regulations.

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

Equivalent to a Bachelor's degree in Accounting, Finance, Business or Public Administration with continuing education in finance, accounting, and information technology related subjects.

Master's degree and/or Certified Public Accountant credentials highly desirable.

Experience

Five years of increasingly responsible professional accounting or financial management experience, with a minimum of two years of supervisory responsibility and financial reporting preparation.

Governmental accounting experience highly desirable.

Physical Demands and Working Conditions

The physical demands 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 these essential job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read numerical figures.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside city boundaries to attend meetings.