

**CLASS SPECIFICATION  
Deputy Finance Director  
(At-Will Employment)**

**GENERAL PURPOSE**

Under general direction of the Chief Financial Officer (CFO), plans, organizes and directs the activities and programs of the Financial & Management Services Department and the Divisions within. The position is responsible for providing comprehensive City-wide financial and accounting services, including services for the City's Successor Agency, Housing Authority, grant programs, and special financing districts; assisting the CFO managing and directing the provision of investment and treasury services, business license, accounts receivable and other fee revenue administration; financial analysis and budgeting; and purchasing for the City. The position provides expert professional assistance and guidance to the Chief Financial Officer, City Manager, Assistant City Manager, department directors, and the City Council on long-term financial planning, budgeting, revenue management, procurement, and general administrative matters; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for assisting the CFO in managing, directing and integrating the functions, programs and activities of the Financial & Management Services Department which provides comprehensive City-wide financial, accounting and budgeting services, investment oversight, and a wide range of other functions including purchasing. The position will manage the City's financial operations reports and statements and for administering the City's general accounting, accounts payable, budgeting and payroll accounting functions. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

The incumbent provides advice and strategic leadership to the Chief Financial Officer, City Manager, Assistant City Manager, City Council and department directors in the development of short and long-term financial plans to meet service delivery objectives in a manner consistent with the City's financial resources. Responsibilities are broad in scope and involve highly sensitive and publicly visible projects that require a high degree of policy, program and management discretion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assist the CFO with planning, implementing controls, management and evaluation the work of the Financial & Management Services Department divisions and operations as assigned; with subordinate Division Managers, managers and supervisors, participates in establishing

operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.

2. Plans, organizes, manages and participates in carrying out the City's accounting and financial management programs and activities, including budgeting, general accounting, payroll and accounts payable; manages, monitors and oversees activities and operations of accounts payable and payroll to ensure full compliance with applicable laws, codes and regulations, City policies, practices and procedures and generally accepted accounting principles; manages and ensures smooth operation of the general ledger accounting and payroll computer systems.
3. Plans and evaluates the performance of managers, supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
4. Develops and directs the implementation of the goals, objectives, policies and standards for the Financial & Management Services Department; provides expert professional assistance to City management on finance, accounting, revenue management, budgeting, investment/treasury, and purchasing issues and related matters; directs the provision of comprehensive financial management services and solves a broad range of complex finance and accounting problems; directs and prepares analyses of proposals for capital and operating programs; directs the preparation of periodic financial reports to the CFO and City management, City Council and other organizations.
5. Develops and reviews reports of findings, alternatives and recommendations involving a broad range of complex revenue, financial and financial management issues; makes presentations before the City Council, other agencies, and community groups on City financing, fiscal status and operations; monitors developments related to finance and funding matters and evaluates their impacts on City operations; recommends policy and procedural improvements.
6. Oversees internal audit functions; oversees and manages audits conducted by the City's external auditors and other audit agencies.
7. Oversees the City-wide procurement process and compliance with the City's purchasing ordinance.
8. Assists as needed on special assignments and projects.

## **QUALIFICATIONS**

**Knowledge of:**

1. Principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of cost and fixed asset accounting.
3. Principles and practices of internal control.
4. GAAP, GASB and GFOA Accounting Standards and requirements.
5. Grant accounting, HUD requirements and guidelines, and use of grant funds.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. City functions and associated financial management and reporting issues.
8. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
9. The operations, requirements and coding structure for the City's automated general ledger system.
10. Principles and practices of public administration, including purchasing and contracting and the maintenance of public records.
11. Principles and practices of sound business communication.
12. Principles and practices of effective management and supervision.

**Ability to:**

1. Operate a computer and spreadsheet software.
2. Analyze and make sound recommendations on complex financial data and operations.
3. Plan, manage and evaluate a variety of financial and internal service programs and activities and make sound recommendations for improvement.
4. Understand, interpret, explain and apply City, state, and federal laws regulating financial accounting, reporting, recordkeeping and budgeting.
5. Develop and implement financial procedures and internal controls.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Perform complicated mathematical calculations and analyses and prepare clear, concise and comprehensive financial statements, reports, studies and other written materials.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Plan, direct, manage, coordinate and integrate the work of multiple divisions providing comprehensive financial management, budgeting, purchasing, and other related operations.
10. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
11. Evaluate financial programs and make recommendations for improvement.
12. Prepare clear, concise and comprehensive financial statements, correspondence, reports, studies and other written materials.

13. Exercise sound, expert independent judgment within general policy guidelines.
14. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
15. Establish and maintaining effective working relationships with all levels of City management, City Council members, officials of other public agencies and governmental organizations, consultants, staff and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from a four-year college with a major in finance, accounting, business administration or a closely related field; and at least seven years of progressively responsible finance and accounting experience, including capital financing and management of funds, at least five of which were in a management capacity is required.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

License as a Certified Public Accountant is highly desirable.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, City Council members, officials of other public agencies and governmental organizations, consultants, staff and others encountered in the course of work.

**WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.