City of Watsonville
Job Description

JOB TITLE:	Assistant Finance Manager	**DATE APPROVED:**	
DEPARTMENT:	Finance	**SUPERSEDES:**	N/A
REPORTS TO:	Administrative Services Director		
SUPERVISION:	As assigned		
EMPLOYEE UNIT:	Management		
FLSA	Exempt		

JOB SUMMARY: To assist in planning, organizing, and administering the activities and operations of the Finance Department; to supervise staff involved in the maintenance and processing of fiscal records and accounts; to perform professional accounting work; and to represent the Department in the absence of the Administrative Services Director. Employees in this classification receive administrative direction within a framework of general guidelines.

DISTINGUISHING CHARACTERISTICS

Employees in this classification direct, supervise, and formally evaluate the work of others. This job class exercises responsibility for supervising and coordinating the City's fiscal record keeping and reporting operations. This job class requires professional level knowledge of accounting, budgeting, financial reporting methods, procedures, and regulations.

EXAMPLES OF ESSENTIAL DUTIES:
Duties may include, but are not limited to, the following:

- Assists in the development, implementation, administration, and maintenance of accounting, budget control, and reporting operations and systems for City fiscal operations
- Supervises, coordinates, and formally evaluates the work of assigned professional and technical/clerical accounting staff
- Performs technical and professional accounting and auditing functions in support of fiscal operations
- Prepares complex financial analyses, statements, and reports
- Acts as information source to staff, other departments, administrators, outside agencies, and the public regarding departmental activities, operations, requirements, and standards
- Prepares journal entries to close general ledger at fiscal year end

- Invests City funds; analyzes cash flow; analyzes, researches and studies investment opportunities, maintains related records
- Prepares monthly bank reconciliations for a variety of City accounts
- Assists in the preparation of the annual budget; assists departments in preparing budget requests, attends budget hearings; prepares supporting worksheets and graphs
- Manages grants of state and Federal funds; prepares claims and maintains related records and reports
- Acts for the Administrative Services Director in his/her absence
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- budgeting, financial reporting, investments, and grant management
- governmental laws, regulations, statutes, and requirements related to public agency accounting and fiscal record keeping
- data processing concepts and procedures pertaining to financial record keeping operations
- principles and techniques of supervision including staffing employee development, and planning and organizing work

Ability to:

- establish and maintain detailed accounting records, controls, and files
- direct, supervise, coordinate, and formally evaluate the work of others
- organize and prioritize departmental work flow and operations
- accurately check, verify, and analyze a variety of accounting data and draw sound conclusions
- tactfully and effectively communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting – Ability to work in a seated position at a computer station for extended periods of time
- Lifting – Ability to safely lift up to 20 pounds to waist level; both these requirements include bending at knees to facilitate proper lifting techniques
- Manual Dexterity – Ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard, copying machine, grasping files, etc.

- Visual – Ability to read printed materials and view a computer screen for long periods with or without correction
- Hearing and Speech – Ability to communicate in person, before groups, and over the telephone
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop and bend, kneel, reach in all directions, climb stairs
- Environment-Work indoors in an office environment subject to heat/cold and fragrances

TRAINING AND EXPERIENCE:

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

- A degree in Business Administration with an emphasis in accounting and two years of responsible professional accounting experience

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record