



City of Watsonville

Job Description

JOB TITLE:	Assistant Finance Director	DATE:	September 24, 2019
APPROVED:			
DEPARTMENT:	Finance	SUPERSEDES:	N/A
REPORTS TO:	Administrative Services Director		
SUPERVISION:	As assigned		
EMPLOYEE UNIT:	Management		
FLSA	Exempt		

JOB SUMMARY:

Under general direction of the Administrative Services Director, provides supervision to Finance staff and performs a wide range of complex professional finance and accounting duties especially in the areas of financial operations, budget development, financial systems and reports, internal controls, audits, project and cost accounting, grant accounting, debt management, purchasing and staff development.

DISTINGUISHING CHARACTERISTICS:

The Assistant Finance Director is single-position class at the management level and performs diverse and specialized finance and accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising staff and managing areas such as budget, risk management, revenue, accounts receivables, payroll, accounts payable, general ledger, grant accounting, capital project accounting, fixed asset accounting, enterprise fund accounting, purchasing and other accounting related activities for all City funds. This classification is distinguished from the Administrative Services Director in that the latter has overall responsibility for providing administrative direction and oversight in all financial and related functions and activities for the Finance Department. This classification is distinguished from other lower-level accounting classes by its supervisory and administrative responsibilities.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Manage technical finance and accounting operations including revenue, accounts receivables, payroll, accounts payable, general ledger, grant accounting, capital project accounting, fixed asset accounting, enterprise fund accounting, purchasing, and other accounting related activities for all City funds
- Review, evaluate, recommend and implement improvements to the City's administrative and financial internal control systems, policies, and procedures to ensure compliance with governmental accounting standards and audit compliance
- Review, evaluate, recommend and implement solutions to assure the City's financial stability
- Plan, organize, and direct the preparation, implementation and management of the City's annual operating budget and capital improvement budget
- Develop forecasts for City revenues, expenditures, and year-end fund balances; analyze legislation and

- financial trends, and develop management recommendations
- Prepare and present financial and administrative reports and resolutions to the City Council and Council committees
- Direct and approve the preparation of mandatory financial reports and audits; prepare various financial status reports and analyses requested by the City Manager and City Council; provide financial support and assistance to City departments
- Plan and manage the City indebtedness including bonds, loans, and interfund advances
- Monitor and communicate emerging developments and best practices related to pension and labor costs
- Oversee preparation of actuarial studies including pension, other post-employment benefits, workers' compensation and general liability
- Monitor internal financial controls, and assure compliance with state and federal regulations, City policies and goals, and government accounting standards
- Work with the City's Information Services staff in analyzing City needs, making recommendations, and implementing improvements to the City's computerized accounting system
- Represent the City before citizens, elected officials, committees and Boards on financial and administrative matters of the City
- Direct the day to day activities of the Finance Department staff including delegation and monitoring of assignments, staff training development and evaluation, department prioritization, resource and staff analysis, identification of emerging issues, and insuring professional standards
- Act as Administrative Services Director in his or her absence and provide backup support to other Finance Department staff
- Support the relationship between the City of Watsonville and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, businesses and City staff
- Maintain confidentiality of work-related issues and City information
- Perform other job-related duties within the scope of this job classification as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- City policies and procedures
- State and federal laws, statutes, rules and regulations governing municipal accounting functions
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management
- Government Finance Officers Association (GFOA) standards, practices, policies, rules, and regulatory reporting requirements
- Principles and practices of public sector financial administration, payroll, risk management, recordkeeping, confidential records management, debt collections, and effective customer service
- Principles and practices of public sector administrative management, including performance management, personnel rules, procurement, contracting, and project management
- Legal, ethical and professional rules of conduct for municipal finance officers
- Techniques and practices for efficient and cost effective management of resources
- Computers, financial systems and business software

Ability to:

- Analyze City needs and develop financial strategies to meet future needs
- Manage and coordinate the work of staff, and delegate tasks and authority
- Interpret and apply state and federal accounting rules and regulations, and City policies
- Analyze financial issues and develop recommendations and strategies
- Evaluate financial documents, and assure compliance with all regulatory requirements governing municipal financial activities
- Review interrelated financial and technical records, and identify and reconcile errors
- Assess and prioritize multiple tasks, projects and demands
- Establish and maintain effective working relationships with co-workers
- Communicate effectively verbally and in writing

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 provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Completion of a Bachelor's degree from a college or university in Accounting, Finance, Business Administration, Public Administration or a closely related field. A Master's degree in Public Administration or Business Administration is desirable
- Five (5) years of progressively responsible experience in public sector accounting, auditing or finance including three (3) years of supervisory experience

LICENSE & CERTIFICATION:

- Must possess a valid California Driver's License upon time of appointment
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Certified Government Finance Officer (CGFO) designation is desirable.