



DEPUTY ADMINISTRATIVE SERVICES DIRECTOR / FINANCE MANAGER

DEFINITION

Under administrative direction, organizes, supervises and coordinates the accounting functions for the City and Successor Agency; performs complex professional accounting work in the preparation of the budget, Comprehensive Annual Financial Report and related documents, capital asset reporting, grant administration and purchasing and financial systems; provides high-level administrative assistance to the Administrative Services Director and serves as Acting Administrative Services Director in his/her absence.

SUPERVISION EXERCISED

Supervises subordinate clerical, accounting and paraprofessional staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public and staff, both in person and over the phone, providing fiscal information and explaining procedures.

Supervise, train, evaluate, motivate and discipline subordinate staff providing technical guidance in budgeting, accounts receivable, accounts payable, payroll and accounting.

Oversee and participate in preparation of the annual City and Successor Agency budgets, including the ROPS and Administrative Budgets and Local Government Compensation Report; assists in the preparation of the Housing Successor Annual Report.

Participate in the development of department goals, objectives, policies and procedures; recommend and implement changes in accounting system and procedures.

Prepare and supervise preparation of journal entries and adjustments and a variety of fiscal reports, statements and schedules; maintain General Ledger.

Review accounting and capital asset systems for efficiency, accuracy, proper recordation and recommend change as needed.

Coordinates and assist auditors with annual audit.

Perform end of fiscal year closing, reconciliation and account balance roll-over.

Assist in the management of the City's and Successor Agency's debt ensuring timely payment of payments, compliance with disclosure reporting requirements and arbitrage reporting and payment; assist with issuance of new debt and/or refunding of existing debt.

Track all financial aspects of City grants, including HIDTA, ensuring compliance with legal, financial and reporting requirements.

Serve as financial representative during labor negotiations and prepare cost analysis of proposals and counter proposals.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of general and governmental accounting, budget preparation and monitoring, expenditure control, accounts payable and receivable, cashiering, cash flow and revenue forecasting.

Fiscal record keeping, payroll, cashiering, business license, journal entries, accounts receivable, accounts payable, transient occupancy tax and billing.

Accounting and financial record keeping, principles, procedures and methods and their application to projects and activities.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements.

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

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

Automated financial management and accounting systems.

Techniques used in dealing with the public and customer service.

Ability and Skill to:



Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical accounting and financial projects and activities and analyze same.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to municipal accounting, budgeting and related functions.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Independently interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases; research, collect, compile and analyze information and data.

Apply accounting principles in the maintenance of governmental financial and accounting transactions.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify financial documents, statements, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in Accounting, Finance, Business Administration or related field and five (5) years increasingly responsible professional experience in municipal accounting and/or budgeting, including two (2) years in a supervisory capacity. CPA and MA/MS highly desirable.

LICENSE OR CERTIFICATE



Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

