

## DEPUTY FINANCE DIRECTOR

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

### **SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Accounting Division within the Finance Department including professional accounting functions, payroll processing and preparation of financial statements and reports; assigns, supervises and reviews the work of professional and office support staff; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Finance Director; and serves as second in charge of the Finance Department and acts as the Finance Director in his/her absence.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in the overall management of the Finance Department; assume day-to-day management responsibility for assigned services and activities of the Accounting Division including professional accounting functions, payroll processing and preparation of financial statements and reports.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for professional accounting staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Finance Department's and City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Review month end work such as recurring journal entries, bank reconciliation and other monthly statements for accuracy and completeness.
8. Prepare, assign, and review financial statements, ledgers, and complex financial reports concerning operating, capital and grant funds.

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9. Coordinate the annual independent financial audit and special audits by other governmental agencies.
10. Assist with financial planning; conduct and coordinate special studies and projects as assigned.
11. Assist other City departments with fiscal and accounting needs.
12. Serve as the liaison for the Accounting Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Finance Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to accounting programs, policies, and procedures as appropriate.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal accounting; incorporate new developments as appropriate.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Serve as the Finance Director as required.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a governmental accounting program.
- Principles and practices of municipal accounting.
- Principles and practices of program development and administration.
- Methods and techniques of financial auditing.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of assessment district and special fund reporting.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive professional accounting program.
- Oversee, direct, and coordinate the work of lower level staff.

- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports and statements.
- Analyze, interpret and reconcile complex journals, ledgers and reports.
- Perform complex accounting, budgeting, and financial record keeping activities.
- Write clear, concise and accurate technical and non-technical reports and correspondence.
- Deal tactfully and effectively with staff, other agencies and the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting or closely related field.

#### **Experience:**

Four years of progressively responsible accounting experience with at least two years of governmental accounting and two years of administrative and supervisory experience.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions 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 the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: June 1997; July 2007; September 2013

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.