



**DEPUTY FINANCE DIRECTOR
(ACCOUNTING & PLANNING)**

DEFINITION

To direct, manage, supervise and coordinate the City's finance operations and activities including budget, payroll, purchasing, business licenses, accounts receivable, accounts payable, general ledger, financial records maintenance and annual audit functions; to coordinate activities with other divisions, departments and outside agencies; and to provide a highly responsible and complex administrative support to the Finance Director.

DISTINGUISHING CHARACTERISTICS

Deputy Finance Director (Accounting) – Serves as City Controller. Responsible for financial reporting, accounting, payroll, accounts payable, purchasing and fiscal assets.

Deputy Finance Director (Planning) – Responsible for revenue diversification, development of revenue opportunities and planning, organizing and supervising the City's cash receipts cycle. In addition this position is responsible for Annual Budget preparation, treasury operations, debt management and financial planning.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director. Exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Direct, manage, supervise, coordinate and evaluate the work of staff responsible for the City's financial operations and activities including the functions of budget, payroll, purchasing, business licenses, accounts receivable, accounts payable, general ledger, grants, treasury and debt management, computer systems applications, internal control and annual audit functions.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Participates in the maintenance of the indirect cost allocation plan and performs accounting work related to the integration of the plan with the automated financial system.
- Plan, direct, coordinate and review the work plan for accounting staff; assign work activities projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Essential Functions (cont'd.):

- Oversee and participate in the development and administration of the annual operating budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Prepare, review and evaluate a variety of financial reports and statements including general ledger, bank reconciliation, budget variances, monthly and annual reports.
- Manages, coordinates and accounts for all long-term debt, pass-through agreements, and tax rebate programs.
- Oversees all internal accounting control functions.
- Develop and implement policies, procedures and controls to ensure compliance with laws, regulations, City policies and generally accepted accounting procedures; analyze fiscal transactions and records to ensure conformity and compliance with generally accepted accounting principles, procedures, practices and City codes and ordinances.
- Research and develop new revenue opportunities, revenue diversification through economic development, enterprise cost recovery, fee for service programs and tax enforcement.
- Review monthly journal entries; allocate investment earnings to funds; allocate other cost and expenses and review employee expense accounts.
- Oversees year-end close of City, Redevelopment Agency, Special District and Belmont-San Carlos Fire Department books and annual audit.
- Provide staff support to the Finance Director and the Finance Commission; provide accounting services to the joint ventures of the City; perform the duties of Finance Director in the absence of same.
- Assist independent auditors with their annual review of financial records; prepare and provide support documentation and answer questions concerning financial records and accounting practices; ensure audits are completed in a timely manner.
- Provide the financial information for and assist with the administration of special assessment district, issuance of municipal improvement bonds, tax and revenue anticipation notes and tax allocation bonds.
- Oversees operation of finance related computer systems applications.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of local government budgeting and financial administration including accounts payable and receivable, payroll, budget, general ledger and financial reporting.
- Generally accepted accounting principles.

Knowledge of (cont'd):

- Rules, regulations, policies and procedures governing public agency accounting practices.
- Methods and techniques of internal auditing and accounting.
- Treasury and debt management.
- Advanced mathematical principles and practices.
- Computerized accounting and financial systems including spreadsheet software.
- Principles and practices of budget preparation and administration.
- Principles of supervision and performance evaluation.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods and equipment including computers.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Plan, supervise and direct the City's accounting operation.
- Develop, analyze, interpret and explain financial policies and procedures.
- Prepare accurate and timely financial statements, reports and analyses.
- Correlate and use a large volume of written and numerical data.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures.
- Prepare administrative budget.
- Establish and maintain sound fiscal procedures and records.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

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

Experience:

Five to seven years of increasingly responsible experience in governmental accounting and auditing with two years of supervisory responsibility.

Experience and Training Guidelines (cont'd):

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or related degree. Master's degree highly desirable. CPA certificate required.

WORKING CONDITIONS

Environmental/Working Conditions:

Ability to work in a standard office environment.

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