

City of Victorville Position Description

ASSISTANT DIRECTOR OF FINANCE

DEFINITION

Under general direction, assists the Director of Finance in managing and coordinating assigned accounting and financial services operations and activities within the Finance Department including general accounting, financial reporting, sanitation/recycling administration and purchasing; acts as Deputy City Treasurer; coordinates activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Director of Finance, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a skilled managerial class reporting and receiving administrative direction from the Director of Finance. Incumbent is responsible for the financial accounting functions of the City; work includes the exercise of considerable independent judgment in planning, installing, revising and maintaining accounting procedures and in the preparation of statements and reports; exercises direct and indirect supervision over professional, technical and clerical personnel; work is subject to continuing review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides staff assistance in the administration of a comprehensive financial and accounting services program, including general accounting, sanitation and recycling administration, purchasing, budget, and financial reporting systems; audits and invests funds at the direction of the City Treasurer; monitors various city budgets, forecasts, collects and disburses revenues; participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; oversees and participates in the development and administration of the budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments; prepares, reviews and evaluates a variety of financial reports and statements including general ledger, bank reconciliation, budget variances, monthly, quarterly and annual tax returns and reports; develops and implements policies, procedures and controls to ensure compliance with laws, regulations, City policies and generally accepted accounting principles and procedures; analyzes fiscal transactions and records to ensure conformity and compliance with generally accepted accounting principles, procedures, practices and City Codes and Ordinances; may audit financial records of departments; ensures records and other types of documentation are properly maintained; notes all discrepancies and files reports and recommendations to correct them; reviews monthly journal entries; allocates investment earnings to funds; allocates other costs and expenses; reviews employee expense accounts, may participate on a variety of committees; prepares and presents staff reports and other necessary correspondence; coordinates assigned activities with those of other departments and outside agencies and organizations; assists independent auditors with their annual audit of financial records; prepares and provides support documentation; answers questions concerning financial records and accounting practices; ensures audits are completed in a timely manner; stays apprised of new trends and innovations in the field of municipal finance and accounting; and performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Training and Education - A Bachelor's Degree in Accounting, Business Administration or closely related field, and four years of professional municipal accounting and auditing experience, including at least two years supervising professional accounting staff.

Knowledge, Skills and Abilities - **Knowledge of:** Principles, practices, procedures and techniques of governmental accounting, municipal budget preparation and program development and administration; operational characteristics, services and activities of a municipal accounting program; methods and techniques of cost depreciation systems and auditing; financial record-keeping and transactions; pertinent Federal, State and local codes, laws and regulations; advanced mathematical principles and practices; computerized accounting and financial systems; principles of supervision, training and performance evaluations; modern office procedures, methods and equipment including Microsoft and Excel computer programs and supporting word processing and applicable software. **Ability to:** Assist in the management of a comprehensive financial and accounting services program; plan, supervise and direct the City's accounting operations; develop and administer goals, objectives and procedures; develop, analyze, interpret and explain financial policies and procedures; prepare and administer large and complex budgets; establish and maintain sound fiscal procedures and records; prepare accurate and timely financial statements, reports and analyses; work independently with little direction; oversee, direct and coordinate the work of lower-level staff; select, supervise, train and evaluate staff; prepare and administer an operating budget; direct various activities within a department; communicate clearly and effectively verbally and in written form; develop and maintain effective working relationships with department heads, elected officials, employees, and the general public; operate a City vehicle in a safe manner.

Licenses and Certificates - Must possess a valid, unrestricted, Class "C" California's driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

APPROVED:



 DIRECTOR OF HUMAN RESOURCES



 CITY MANAGER

DATE ADOPTED: October 12, 1999

City of Victorville Position Description Assistant Dir of Finance 10-12-99

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.