



JOB DESCRIPTION

TITLE: Assistant Finance Director
DEPARTMENT: Finance
GRADE: 20
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 03/30/2016

POSITION SUMMARY

The Assistant Finance Director works under the direction of the Finance Director and assists in planning, organizing, managing, and providing administrative direction and oversight for major finance projects, special projects, budget and accounting functions and activities of the Finance Department. This position also has supervisory responsibilities of Finance Department staff as directed by the Finance Director. The Assistant Finance Director assumes departmental responsibility in the absence of the Finance Director.

ESSENTIAL FUNCTIONS:

- Assists in the directing and maintenance of the City's financial transactions in a manner consistent with Generally Accepted Accounting Principles and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.
- Supervises the personnel in the Finance Department as directed by the Finance Director.
- Works with the Finance Director in developing appropriate revenue forecasting and expenditures models and monitors the financial condition of the City.
- Coordinates, under the direction of the Finance Director, audits with outside auditors.
- Responsible for special financial projects as assigned.
- May attend City Council meetings as assigned.
- Implements and enforces City financial controls and procedures.
- Maintains all financial records for audit, historical information and legal purposes.
- Consults with department on fiscal policy and financial impacts, as assigned.
- Supervises all financial activities including the preparation of audit, budget, capital asset, inventory, bond issuance, cash management, utility billing, treasury, investments, etc.
- Performs a wide variety of additional financial management tasks.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implement policy and procedural changes as required.
- Serves as acting Finance Director in the absence of the Finance Director.
- Performs other duties as assigned.



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MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a Bachelor's Degree in accounting, finance, business administration or related field; and at least five (5) years of progressively responsible experience in governmental accounting and administration of financial policies and procedures. At least one year of supervisory experience. A Certified Government Finance Officer (CGFM) or Certified Public Finance Officer (CPFO) designation is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of principles and practices of finance, investment and cash management, budget, and public accounting including business administration, program development, implementation, and management in a municipal setting.
2. Comprehensive knowledge of governmental Generally Accepted Accounting Practices (GAAP).
3. Comprehensive knowledge of Government Accounting Standards Board (GASB) principles.
4. Knowledge and ability to prepare and administer a municipal budget.
5. Comprehensive knowledge of administrative management principles, practices and equipment.
6. Considerable knowledge of the principles and practices of statistics with particular reference to their application to financial and operational activities.
7. Ability to analyze and interpret fiscal and accounting records and prepare accurate and complete financial statements from such records. Also required is the ability to prepare difficult and complex financial and administrative reports.
8. Must be able to balance multiple conflicting priorities and make recommendations and decisions concerning priorities.
9. Ability to present reports and financial information effectively in private and public settings.
10. Ability to collect, organize, and analyze often complex information and convert it into clear, concise reports, to carry out statistical functions; and to apply word processing, spreadsheet, presentation, database, e-mail/scheduler, and other personal computer applications.
11. Must be able to communicate effectively both orally and in writing.
12. Must be able to organize and delegate assignments to staff members.
13. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

WORKING CONDITIONS AND PHYSICAL DEMANDS:



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Generally comfortable conditions. Person in this position is also required to work at a computer station for periods of time during the work day. Various levels of mental application required, i.e., memory for details, discriminating thinking and creative problem solving. This position requires

the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress as a result of human behavior and interaction with employees, vendors, contractors, and the public. Work is often performed under deadlines and time constraints. Unconventional working hours including long hours, weekends and holidays as needed.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.