



JULY 2019
FLSA: EXEMPT

CITY OF WESTMINSTER

ASSISTANT FINANCE DIRECTOR

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the Finance Department, including financial reporting, payroll, accounts payable, and purchasing for the City; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Finance Director in areas of expertise; acts as the Finance Director in his/her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director. Exercises general and direct supervision over management, supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification in the Finance Department. The incumbent oversees, directs, and participates in major activities and programs of the Finance Department, including financial reporting, utilities and accounts receivable, and is responsible for providing professional-level support to the Finance Director in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Finance Director in that the latter has overall responsibility for all finance programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in planning, directing, and coordinating the Finance Department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Assists in the planning, organization, preparation, implementation, and control of the City's annual operating budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and projects.
- Participates in the development and administration of department budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.

- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; directs and coordinates the work plan for assigned staff; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Assists in the preparation of the City's Capital Improvement Program budget, including identifying and forecasting revenues, analyzing capital requests, projecting year-end balances, and preparing the year-end plan.
- Coordinates the design, implementation, and control of City-wide automated financial management information systems and related control and reporting procedures; coordinates various upgrade, implementation, and conversion projects; performs audits of accounting functions; conducts fiscal analyses and studies.
- Reviews, develops, and modifies accounting and control methods to improve existing procedures; ensures conformity to policy and increases effectiveness.
- Supervises and participates in the preparation of various financial statements, records, and reports, and performs operational auditing of other City departments.
- Responds to requests for information and advises City departments, governmental agencies, and the public of City financial and accounting policies.
- Interfaces with City and outside attorneys on legal matters related to departmental operations.
- Serves as a liaison for the department with other City departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services.
- Participates in the preparation and review of the City's water rate studies; responds to inquiries and provides information to consultants.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as the Finance Director in his/her absence.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of finance program development, implementation, and management in a municipal setting.
- Methods, materials, and techniques used in the planning of finance projects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of finance programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field, and five (5) years of management and/or administrative experience in municipal finance and accounting.

Licenses and Certifications:

- Possession of Certified Public Accountant (CPA) is also strongly preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.