

CITY OF GLENDALE

TITLE:	Deputy Finance Director	CLASSCODE:	345
REPORTS TO:	Finance Director/Chief Financial Officer	GRADE:	35
DEPARTMENT:	Finance	FLSA:	E

JOB SPECIFICATION DATE: August 7, 2005 cm

JOB SUMMARY

Provides highly complex staff assistance to the Chief Financial Officer in the management of the Finance Department. Plans, organizes and supervises the activities and staff of several divisions and a wide variety of day-to-day functions within the department.

ESSENTIAL FUNCTIONS

1. Assists the Finance Director/CFO in planning, directing and supervising departmental programs, including payroll, accounts payable, accounts receivable, general accounting, revenue recovery, materials management, municipal billing, business licensing, sales tax administration, fiscal reporting and research.
2. May manage preparation of the city's Comprehensive Annual Financial Report.
3. Manages the development of complex financial and administrative reports and studies.
4. Assists in the development of departmental policies and procedures. Interprets, explains and recommends changes in departmental policies.
5. Supervises the preparation of the accounting staff budget. Assists in the development and implementation of the department budget.
6. Provides accurate information to difficult financial reporting or accounting questions from national rating agencies, underwriters, bond attorneys, federal and state agencies, City Council, senior management and department heads.
7. Designs and advises on accounting policies and procedures throughout the organization.
8. Oversees the preparation of all special financial reports.
9. Oversees the preparation of all monthly and annual statements of revenue and expenditures.
10. Directs studies of systems and procedures, and audits and checks all accounting records.
11. Makes recommendations for improvement in management control and financial management procedure.
12. Assists in the management of the city's bond sales, cash management and investment programs.
13. May act as Finance Director over departmental issues in his/her absence.

SECONDARY FUNCTION

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Accounting controls, principles and practices
- Principles and practices of municipal financial administration
- Bond sale process and guide lines for proposed expenditures
- Principles of cash and investment management
- Laws and ordinances relating to the financial administration of the various city departments

Skill in:

- Building a valid accounting information system

Ability to:

- Identify and respond to public, City Management and City Council issues and concerns
- Communicate effectively verbally and in writing
- Read and comprehend a variety of financial source documents
- Effectively administer related financial services activities
- Establish and maintain effective working relationships with subordinates, superiors, and associates
- Effectively supervise, train and develop staff

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, or a related field, and five years of progressively responsible management experience in governmental accounting and financial planning and administration, including three years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.