

CITY OF BRISBANE

DEPUTY FINANCE DIRECTOR

Definition

Under general direction of the Administrative Services Director, provides supervision to the accounting staff and performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult account analyses and reports; develops, implements and revises accounting systems, procedures and internal controls; coordinates the outside audit preparation of the comprehensive annual financial report; coordinates various automated accounting systems and modules and trains accounting staff in the use of such systems; and performs related duties as assigned.

Class Characteristics

The Deputy Finance Director is an advanced level in the accounting series and is at the management level, performing diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising accounting staff and managing areas such as, payroll, billing, accounts payable, accounts receivable, general ledger, grant accounting, capital project accounting, fixed asset accounting, enterprise fund accounting, and other accounting related activities for all City funds. This classification is distinguished from the Administrative Services Director/Finance Director in that the latter has overall responsibility for providing administrative direction and oversight in all financial and related functions and activities for the Finance Department. This classification is distinguished from other lower-level accounting classes by its supervisory, complex report preparation and analysis requirements, as well as administrative responsibilities.

Examples of Duties (Illustrative Only)

- Perform a variety of accounting duties in support of accounting programs including accounting, financial reporting and fixed assets; prepare monthly journal entries; and maintain fixed asset register and schedules.
- Participate in posting, balancing and reconciliation of the general ledger and subsidiary accounts; ensure all transactions comply with accepted accounting practices.
- Administers and monitors the City's budget and provide assistance to all departments.
- Develops, reviews and implements policies and procedures to meet legal requirements and City needs.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Prepare a variety of monthly, periodic and annual financial and statistical reports and accounting summaries required by the City and outside agencies.
- Coordinate financial reporting and auditing activity with external auditors and other agencies; research, compile and analyze data; prepare reports as required.
- Prepare comprehensive annual financial statements, including narrative, financial and statistical data.
- Prepares and reconciles journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submissions to various regulatory and other governmental agencies.
- Provide technical advice to City's management and City Council in City financial and accounting matters.
- Prepares a variety of written correspondence, reports, procedures, ordinances and other written materials.

- Perform fixed assets accounting; maintain accurate fixed assets records, provide statistics for capital and operating budgets.
- Provide assistance in preparing financial reports and other information required by City departments and external agencies.
- Assist in the annual closing of the City's financial records and in the compilation and review of the annual budget.
- Prepare audit schedules and confirmations; respond to inquiries from auditors and provide information within area of assignment.
- Provide professional, technical accounting and budget advice to City staff; coordinate activities with other department; assist in special projects as assigned.
- Train, motivate and assist in evaluating personnel; assist in establishing and monitor employee performance objectives; assist in the preparation of employee performance reviews; provide and coordinate staff training.
- Provide backup support to other staff in the Finance Department; may provide occasional or emergency backup to the Information Technology & Systems Manager.

Qualifications

Knowledge of:

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Operation, services and activities of accounting programs including accounts, financial reporting and fixed assets.
- Principles, methods and practices of municipal finance, budgeting, accounting and fiscal operations and record keeping.
- GAAP and GASB accounting standards and requirements.
- General and municipal accounting and auditing principles and practices.
- Principles and practices of effective supervision, training and performance evaluation.
- Principles of financial administration, including budgeting and reporting.
- Methods and techniques of conducting audits and cost depreciation.
- Applicable laws, codes, regulations, public finance and fiscal operations.
- Software applications utilized in accounting programs.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Skill in:

- Performing professional level analysis and interpretation of financial and accounting records and fixed assets; examining, preparing and verifying financial statements, reports and documents.
- Planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in a comprehensive public agency financial management program.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Preparing complex financial statements, reports and analyses.
- Examining, completing and analyzing detailed financial documents, forms and records.
- Developing and implementing modified and new accounting procedures and systems.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Providing for the training and professional development of staff.

- Supervising and evaluating assigned personnel.
- Effectively representing the department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Interpreting, applying and explaining rules and regulations regarding accounting and auditing practices.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of work.
- Working independently in the absence of direct supervision.
- Communicating clearly and concisely, both orally and in writing.

Education and Experience:

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

Education: Equivalent to graduating from an accredited college or university with a Bachelor's Degree with major coursework in accounting, finance, business administration, public administration, or a related field. Depending on the current needs of the City, either a GFOA examination certificate in Government Accounting, Auditing and Financial Reporting or GFOA examination certificate in Government Budgeting is required. A CPA certificate is desirable. Master's Degree in Public Administration or Business Administration is desirable.

Experience: Five years of increasingly responsible professional experience in accounting, auditing or finance, with at least two years in a supervisory capacity. Municipal finance experience preferred.

License:

Possession of a valid Class C California Driver's license and a satisfactory driving record.

Working Conditions:

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-site work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

Physical Demands:

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

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Deputy Finance Director
Page 4 of 4

Bargaining Unit: Mid-Management/Professional Employees
Resolution: 2012-43

Former Titles:

Abolished: