

Title: Assistant Finance Director
PG: PB4
Status: Civil Service
Position Reports to: Finance Director
Department: Finance/Central Accounting

Class Code: 1007
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible administrative and technical position in the field of municipal finance and budgeting. Duties include frequent participation in the formulation of Finance Department policies and procedures; facilitation of the workflow and training for staff accountants in the completion of their duties; and the preparation of complex financial statement, forecasts, projections and reports. An employee in this class must exercise considerable independent judgement and must take responsibility for carrying forward the work of the Finance Department. Work is reviewed through conference with superiors and by overall evaluation of the results attained. An employee in this class is responsible for the operation of the Department in the absence of the Director.

ESSENTIAL FUNCTIONS:

1. Supervises the activities of the Central Accounting Division, acting in the capacity as Division Head for that section.
2. Assists in the supervision of the City Treasurer's office—Electric and Water Utilities Finance Division, and the Finance Customer Billing Office.
3. Oversees the development of the City's annual operating budget, including preparation of multi-year forecasts.
4. Oversees the preparation of audit work-papers supporting the annual external audit process, including drafting of the Comprehensive Annual Financial Report for the City.
5. Monitor revenue collections of the Solid Waste Management, Water Utility, and Wastewater Divisions of the City and develop user charge alternatives for consideration by the City Administration.
6. Assists in administration of all bonded indebtedness instruments issued by the City, including verification that the City maintains compliance with bond covenants and restrictions.
7. Assists in the preparation of Capital Improvements Plans covering capital projects and related funding for multi-year periods.
8. Supervises the accounting for and preparation of reports in conjunction with Federal, State and Local grant assistance programs awarded to all city departments.
9. Prepares or supervises the preparation of written accounting procedures or changes to procedures and policies for all departments of the City.
10. Assists the Finance Director in developing responses to internal and external audit findings.
11. Perform analysis of current and proposed financial transactions being considered by city departments upon request.
12. Assists personnel in other City departments in solving problems of a technical accounting nature.

ADDITIONAL RESPONSIBILITIES:

1. Assumes the duties of the Finance Director in his absence.
2. Deliver presentations to personnel in City departments or to the public regarding the work performed by the Finance Department.
3. Performs related work as required

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough and complete knowledge and understanding of governmental accounting principles and procedures.
2. Thorough knowledge of automated data processing and accounting systems and procedures.
3. Considerable knowledge of the principles and practices of City fiscal administration.

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- 4 Ability to direct, plan and coordinate the work of accounting and clerical personnel.
- 5 Ability to analyze complex financial transactions and reports.
- 6 Ability to express ideas clearly, both verbally and in writing.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) -year college or university with a degree in accounting
2. Six (6) years of progressively more responsible experience in accounting and fiscal operations, with emphasis on governmental operations preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.