

CITY OF LATHROP
DEPUTY FINANCE DIRECTOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, assists, plans, manages, oversees and directs the day-to-day operations and services of the Finance Department, which includes Information Technology and the Finance Division. This position coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; provides highly responsible technical and professional support; and acts as the Department Head in the absence of the Finance Director.

DISTINGUISHING CHARACTERISTICS:

The Deputy Finance Director is a management level class requiring significant expertise in administrative, supervisory and accounting functions. This classification is distinguished from the next higher classification of Finance Director in that the latter has overall responsibility for the administration of the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Finance Director. Exercises direct and indirect supervision over Finance and Information Technology managers, professional, technical, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees the work of staff and provides performance feedback and coaching;
- Performs the more complex professional accounting duties in the areas of general ledger, accounts payable, accounts receivable, collections, cash reconciliation, utility billing, business license, payroll, fixed assets and purchasing;
- Analyze fiscal transactions to assure conformity and compliance with generally accepted accounting procedures and practices as well as City codes, ordinances, State and Federal regulations;
- Collect, analyze, interpret and document fiscal and operating data;
- Oversees the planning, organizing and coordinating of the annual Citywide Operating and Capital Improvement Budgets;
- Provide oversight of audits prepared by internal or external personnel;
- Prepare various financial reports including the Comprehensive Annual Financial Report (CAFR);
- Plan, organize, assign, direct, review and evaluate work methods and procedures for improving organizational performance; review and evaluate organizational effectiveness and productivity; identify and resolve problems, complaints and issues;
- Assist the Finance Director with employee selection, evaluation, development, and training.
- Supervise and monitor special program accounts, including grant programs, special assessments, capital projects, internal service, and enterprise funds.

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- Provide financial information and guidance to City staff in all Departments, Commissioners and City Councilmembers.
- Establish positive working relationships with representative of community organizations, state/local agencies and associations, City management and staff, and the public.
- Effectively communicate with a variety of internal and external customers; able to explain complex financial concepts effectively to both technical and non-technical audiences.
- Perform special projects and other related duties as assigned.
- Assume responsibilities of the Finance Director in the Director's absence.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that provides the knowledge, skills and abilities necessary for Deputy Finance Director. A typical way of obtaining the required qualifications is to possess a Bachelor's Degree from an accredited university in Finance, Accounting, Public or Business Administration or closely related field.

Five (5) years of increasingly responsible experience in one or more aspects of financial administration, preferable in the public sector. Three (3) years of supervisory experience is required.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Knowledge of: Laws relating to public finance; principles and practices of local government budgeting, investment planning and financial administration; generally accepted accounting and internal auditing principles, methods and techniques; contract administration and negotiation methods and procedures; computer operations and financial software applications; principles of supervision.

Ability to:

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Analyze, interpret and explain financial policies, procedures and practices; examine, prepare and verify accurate and timely financial statements, reports and analyses; correlate and apply large volumes of written and numerical data; establish and maintain sound fiscal procedures and records; direct the work of technical and clerical staff; establish, maintain and foster cooperative working relationships with department and other city staff; facilitate group participation and consensus building; plan, organize, train, evaluate, and direct work of assigned staff; work independently and as part of a team; deal constructively with conflict and develop effective resolutions develop and implement modified and new accounting procedures and systems; demonstrate effective verbal and written communication skills.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Deputy Finance Director

Job Description

Adopted: 17-4249