

ASSISTANT FINANCE DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: An Assistant Finance Director is responsible for assisting the Finance Director in managing, directing, and supervising the activities of the Accounting Division and for performing highly complex professional-level accounting analysis. An employee in this class provides input to policy development/revision activities and is expected to explain/interpret policy to other employees in the Accounting Division and to employees in various City departments. An employee in this class is involved with the planning, development, implementation, operation and coordination of information systems related to electronic data activities, including mainframe applications, personal computer (PC) applications, and communications within the Accounting Division. The incumbent in this position is responsible for preparing and monitoring the budget regarding computer equipment and systems for the Division. This position also has responsibility to make recommendations for short-range and long-range planning related to automation, future systems, and technology within the Division. The Assistant Finance Director will be assigned to complete the Comprehensive Annual Financial Report (CAFR) and coordinate with various City departments to ensure compliance with the Governmental Accounting Standards Board (GASB) statements. Responsibilities include: gathering data to accurately complete the CAFR in a timely manner; providing information and support to departmental staff to comply with regulatory requirements; overseeing and training professional and paraprofessional staff and reviewing results for accuracy, timeliness, and compliance with regulatory requirements; and planning, scheduling, and coordinating work to complete assigned projects. Additional duties performed include: developing and implementing training for City department personnel regarding compliance with GASB requirements, preparing a variety of monthly reports recapping work statistics, and maintaining and reconciling accounts. The Assistant Finance Director assigned to the CAFR project is responsible for: initiating, coordinating, and reviewing changes or updates; reporting problems and recommending alternative solutions; and compiling data and preparing financial reports. The incumbent examines, interprets, and verifies a wide variety of financial documents and reports. This class is also responsible for analyzing all City of Mesa federal and state grant revenues and expenditures for compliance with grantee financial regulations, analyzing the Request for Proposal for audit services contract, maintenance of the fiscal year end accounting software package; acting as the liaison with the Information Technology Department; preparing the Single Audit and State Expenditure Limitation Reports; and administering the grant program. Additional responsibilities include: developing training and the Continuous Quality Improvement (CQI) program within the Accounting Division and functioning as the Finance Director in that person's absence; administering the investment program that includes buying investments for the City's portfolio. An employee in this class has assigned supervisory responsibilities for professional-level staff in the Accounting Division. This class performs related administrative and management duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from Accountant classifications by its requirement to be knowledgeable of the City's entire accounting function, and by the more advanced technical duties required in establishing and maintaining the Accounting Division's computer information systems. Furthermore, the Assistant Finance Director position is subject to special assignments by the Finance Director, and these assignments are broad in scope, requiring considerable use of independent judgment and initiative in making difficult technical decisions. Depending on the nature of special assignments, the Assistant Finance Director may also conduct classroom and individual training to various other Departments. An incumbent in this class exercises considerable initiative and independent judgment in

resolving day-to-day problems, even where clear-cut guidelines are not available. This class is supervised by the Finance Director through reports, meetings, and conferences regarding results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Accounting or closely related field. Extensive (5+ years) full-time, professional-level employment in accounting, auditing, budgeting, tax computation, or closely related financial activity.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Considerable (3 - 5 years) supervisory experience of professional-level accounting staff and prior governmental experience in preparation of the CAFR and Single Audit Report, investment management, or as a City of Mesa Senior Accountant is highly desirable, as is previous experience with the City of Mesa's computer financial information systems. Enterprise Resources Planning (ERP) experience is preferred. Possession of a Certified Public Accountant (CPA) Certificate and/or Certified Governmental Financial Manager (CGFM) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, auditors, other City employees, vendors, management, and the City Manager's Office in order to acquire information, provide information, or resolve problems. Assisting the Finance Director with City Council reporting may be required. Instructs and/or trains Responsibility Center (RC) and Program managers and other staff, in a classroom setting or on an individual basis regarding new and current procedures, or on program procedures for assignments.

Prepares written documents including the CAFR, Maintenance of Effort for HURF, State Expenditure Limitations Report, Single Audit, Arbitrage Analysis and the Analysis of Overhead, with clearly organized thoughts using proper sentence construction, punctuation and grammar; works with supervisory staff in training new staff. Coordinates work activities, program functions and/or other tasks with other City departments, other cities and/or other agencies (such as grant-funding sources). Develops section policies and procedures and reviews audit assignments. Communicates effectively verbally and in writing to resolve day-to-day operation procedures.

Manual/Physical: Operates a PC with specialized software programs, and a variety of other standard office equipment (calculator, microfiche viewer, etc.). Enters data or information into a PC in order to retrieve information, process accounting transactions, and create spreadsheets and reports. Sorts and/or distributes general ledger reports. Reviews reports and other documents produced within assigned work area to ensure compliance with standard operating procedures, federal regulations (such as grants), state regulations and other standards/guidelines, including standard accounting procedures. Monitors and/or evaluates information, work-related conditions to determine compliance with prescribed operating standards (such as generally accepted accounting principles) as well as work processes for quality improvement measurement.

Mental: Plans, organizes, and directs activities of the grant program monitoring and reporting. Prioritizes and evaluates Information Technology Department (ITD) projects and plans, and prioritizes own work. Assists staff in prioritizing their work assignments, supervises the Accounting Division's professional staff, as designated by the Finance Director. Assists in budget preparation. Resolves procedural and operational problems by analyzing the problem and taking necessary action. Performs mathematical calculations, statistical computations, and financial analysis. Comprehends and makes inferences from written material, such as Management Policies and financial accounting guidelines, to apply to new programs. Learns job-related material through on-the-job training regarding new City policies, procedures, and programs; and regarding new GASB pronouncements.

Knowledge and Abilities:

Knowledge of:

generally accepted accounting principles and theory;
the City of Mesa's overall system of accounts, funds, bonds, and revenue sources;
policies and operating procedures of all accounting systems/sub-system within the division;
interrelationships of integrated accounting systems/sub-systems;
the rules and regulations regarding receipt of Federal, State, and other grants;
the general trends and current developments in public sector (governmental) accounting;
procedures, methods, and forms associated with automated accounting systems;
information available in various sections of the City's accounting system;
general principles of employee supervision and the basic principles of adult training methods;
research methods and techniques;
cost accounting principles; and
basic data processing procedures, operations, data flow and records maintenance.

Ability to:

work on own recognizance without detailed written instructions;
make critical independent decisions involving work with ITD, grant administration, investment program, and general ledger maintenance;
examine, interpret and verify a wide variety of financial documents and reports;
conduct sound audits of financial records and conduct detailed accounting studies and prepare reports containing the results;
maintain and reconcile accounts, monitor accounts receivable system, close accounts and prepare associated reports and statements;
apply accounting theory/principles in performing work assignments;
analyze and evaluate accounts-related problems to determine possible solutions;
prepare concise comprehensive reports, including necessary supporting documentation, concerning accounting/financial activities, and including daily case flow analysis;
develop/revise operating procedures to facilitate completion of work in the Accounting Section;
interact with City officials, co-workers, other management staff and the general public to establish and maintain effective working relationships;
oversee General Ledger system, verify daily entries flowing through the General Ledger, research inconsistencies found, and process journal vouchers to make necessary corrections and adjustments;
assign, coordinate and review clerical/technical level accounting staff, as directed by supervisor;

train staff in new/revised procedures, resolving day-to-day operational/procedural problems, and determine work unit goals/objectives;
plan for annual CAFR, prepare designation portions of the CAFR according to established accounting standards, and within established time requirements;
analyze and allocate contents of the Construction Work in Process Journal;
record and account for cash which is used for investment in repurchase agreements;
account for monies in multiple funds;
prepare daily "window to the bank"; and prepare wire instructions for the transfer of funds;
monitor all accounting activities to ensure that the General Ledger is receiving accurate information, and is in agreement;
analyze and study GASB statements and implement required changes to assure compliance; and evaluate and implement the Government Finance Officers Association Certificate of Excellence in Financing Reporting Program findings.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-FIN

INCREMENTS 62-200

PAY GRADE: 54

SECURITY-No

CDL-No

IND-8810

SWORN-No