

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 Department 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 Department and to employees in various City departments. An employee in this class is involved with the planning, development, implementation, operation and coordination of the City's Enterprise Resource Planning (ERP) system with integration with Financial and Human Resource modules; data interfaces from various City Department information systems; personal computer (PC) applications; and communications within the Accounting Department.

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; planning, scheduling, and coordinating work to complete assigned projects, and responding to technical questions and issues from external auditors. Additional duties performed include: developing and implementing training for City department personnel regarding compliance with GASB requirements. 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, work closely with Information Technology Department (ITD) to troubleshoot and maintain the Financial module; preparing the Single Audit and State Expenditure Limitation Reports; and administering the grant program.

Additional responsibilities include: functioning as the Finance Director in that person's absence; administering the investment program that includes diversifying the City's investment portfolio and working with the City's Investment Advisors, participating in the debt program by reviewing Bond Offering Documents, ensuring bi-annual payments are made, working with the City's Financial Advisor and Bonding Agent, and ensuring compliance with Post Bond Issuance Requirements. The Assistant Finance Director is responsible for supervising the various Accounting department functional areas which include Cost Accounting, Grants, Accounts Payable, Property Accounting, Joint Ventures, Community Facilities Districts, Property Damage, Revenue and Receivables, Cash and Financial Reporting. An employee in this class has assigned supervisory responsibilities for professional-level staff in the Accounting Department. This class performs related administrative and management duties as required. The incumbent in this position is responsible for preparing and monitoring the Accounting Department budget regarding staffing, computer equipment, materials and supplies, and contractual services. This position also has responsibility to make recommendations for short-range and long-range planning related to automation, future systems, and technology within the Department.

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 Department's ERP, supervision of several senior accountants, account staff, and paraprofessional staff, interacts with all levels of management and employees as a functional owner of the Finance module, and participation on the ERP related boards. 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

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

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. 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, City employees, vendors, management, Department Directors, 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 Department Directors, 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 Rating Documents 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.

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 Department;
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 the various functional areas
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 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, develop/revise operating procedures to facilitate completion of work in the Accounting Department;
interact with City officials, co-workers, other management staff and the general public to establish and maintain effective working relationships;
oversee ERP 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/revise procedures, resolving day-to-day operational/procedural problems, and determine work unit goals/objectives;
plan for annual CAFR, prepare designation portions of the CAFR per established accounting standards, and within established time requirements;

monitor all accounting activities to ensure that the General Ledger is receiving accurate information, and 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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INCREMENTS 37-200

PAY GRADE: 57

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