

**JOB TITLE: Deputy Director, Finance**

**JOB CODE: 02.10**

**GRADE: 28**

**CLASSIFICATION: Exempt**

**PURPOSE OF THE POSITION:** The Deputy Director, Finance assists the Director in the management, direction and control of the City Finance and Accounting Department. The Deputy Director, Finance is also responsible for the development and administration of the budget process including the performance of on-going analysis, the preparation of all budget reporting and the evaluation of actual results.

**MINIMUM QUALIFICATIONS:** A Bachelor Degree in Accounting, Finance or related field and eight (8) years of experience in financial analysis, governmental accounting and computer software and graphics. A Master Degree in Finance or Accounting, or a license to practice as a Certified Public Accountant or an equivalent combination of experience and education which will result in the necessary skills and knowledge to perform the job.

**SPECIAL REQUIREMENTS:**

- Knowledge of the principles and practices of governmental accounting, finance and budgeting including the ability to coordinate the preparation of the City's long term Capital Improvement Program.
- Knowledge of capital financing techniques is required.
- Knowledge of effective management practices and procedures is desired.
- Ability to plan, direct, review and effectively supervise professional, technical and administrative personnel in Finance and Accounting.
- Ability to develop, supervise and implement the annual budget.
- Knowledge of public sector fund, budgetary and encumbrance accounting.
- Knowledge of governmental accounting principles and practices including those promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- Ability to write clear and concise budget instructions and procedures for department heads to implement in the budget preparation.
- Ability to utilize computer software systems to create and enhance an understanding of the budget presentation.
- Ability to analyze departmental budgets.
- Knowledge of municipal debt issuance.
- Knowledge of risk management techniques.
- Knowledge of investing funds in a public sector environment including performance measurement and benchmarking.

**ESSENTIAL FUNCTIONS:**

- Assists the Director, Finance in planning, directing coordinating and reviewing all activities and personnel within the Finance and Accounting Department.
- Assists the Director, Finance in the establishment of departmental priorities and allocation of departmental resources.

- Develop procedures write instructions and supervise the budget process.
- Responsible for the development and implementation of budgetary policies and procedures as outlined in the City Charter.
- Responsible for the development of a balanced budget for presentation to the City Commission and for administration of the budget as approved.
- Responsible for budget presentation to the Director, Finance, the City Manager and Cabinet, and the City Commission.
- Prepare presentations of the adopted budget for the Public and other governmental agencies.
- Utilization of software systems and graphics to enhance the budget process.
- Analyze all budgets for review by the Finance Director, the City Manager and the Cabinet.
- Ability to analyze financial processes and to implement improved business and technological solutions.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Extensive contacts with the public and public an official particularly as it relates to presentation of the City's adopted budget.

**SUPERVISION RECEIVED:** Considerable independent judgment is exercised under the supervision of the Director, Finance.

**SUPERVISION EXERCISED:** Assists the Director, Finance in the day-to-day supervision of the Finance and Accounting Department. Provides supervision and guidance to all divisions of the Finance and Accounting Department including financial records/reporting, payroll, accounts payable, treasury operations, budget, safety programs, claims administration, financial administration, and other specific supervisory responsibilities as assigned by the Director, Finance.

**PHYSICAL REQUIREMENTS:** Work is performed in an office environment with no special or unusual physical requirements. Position requires reaching, fingering, talking, and hearing to accurately perceive information at normal spoken word levels. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Director, Finance.