

## **DEPUTY DIRECTOR OF FINANCE**

### **DEFINITION**

Under general supervision, plans, organizes and directs staff and performs highly technical accounting, and financial reporting functions to ensure compliance with applicable policies and laws governing the activities of the Auditor-Controller's Division. In the absence of the Director of Finance, shall have the authority to administer the affairs of the office. Manages and directs staff, and performs a variety of highly technical accounting, cash management and collection functions to enhance revenues and ensure compliance with applicable policies and laws governing the activities of the Treasurer - Tax Collector's Division.

### **DISTINGUISHING CHARACTERISTICS**

This senior management position is a non-represented and reports to the Director of Finance. The incumbent participates in formulating long-range plans, in addition to providing professional expertise and direction for a number of complex auditing and administrative issues.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Finance; exercises functional and technical supervision over subordinate staff.

### **ESSENTIAL JOB FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The Incumbent may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks as well as other marginal tasks.*

- Recommends division goals and objectives; assists in the development and implementation of policies and procedures for accounting methods, treasury management and internal controls.
- Consults with and assists the Director of Finance in the planning, coordination, and administration of assigned divisions within the department.
- Manages all aspects of accounting in the Department of Finance and performs the most difficult and complex accounting tasks in the office, including preparing financial audits, reports, and statements.
- Plans, directs, reviews, and supervises a variety of financial activities, including general accounting, claims and disbursements, debt services, payroll services, budget accounting, and property inventory control.

- Serves as a liaison to County departments and special districts staff regarding budget procedures, estimates, and transfers.
- Participates in the preparation and administration of the division's budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies and administers the approved budget.
- Reviews the annual cost allocation plan in accordance with current Federal and State regulations.
- Plans and directs the County's cash flow needs for the investment program to maximize return on investments.
- Assists with the management of the County's investment portfolio with the assistance of an investment advisor.
- Maintains the chart of accounts compliance with the State Controller's Office and the Governmental Accounting Standards Board's standards and guidelines.
- Prepares financial statements for each County department, monitors compliance with generally accepted accounting principles.
- Consults with Director of Finance about the selection, training, and evaluation of staff.
- Performs functions of the Auditor–Controller and functions of Treasurer–Tax Collector in the absence of the Director of Finance.
- Assists the Director of Finance with Departmental hiring decisions.
- Assists the Director of Finance with the coordination and preparation of audit workpapers for the external County audit.
- Represents the County in various meetings and functions. Performs additional related duties as assigned.

#### REQUIRED KNOWLEDGE AND SKILLS

##### Knowledge of:

- Pertinent federal, state, and local laws, codes, and regulations.
- Generally accepted accounting principles, generally accepted auditing principles related to the public sector financial administration.
- Government accounting standards board standards and recommended practices.

- Principles and practices of organization, administration, and personnel management.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of governmental budgeting.
- California tax code, tax collector's manual, and applicable state and federal regulations.
- County Treasury functions.
- Advanced budgeting procedures and techniques.
- Advanced principles, theories, and procedures of accounting and internal accounting controls.
- Basic mathematics principles.
- Principles and methods of statistical analysis.
- Modern office procedures, methods, and technology.
- Appropriate English usage, spelling, grammar, and punctuation.

Skills to:

- Read, understand, interpret, and apply accounting standards and procedures, applicable to Federal accounting rules and regulations and other pertinent state and local laws, rules, and regulations.
- Effectively plan, organize, staff, coordinate and direct a variety of financial activities.
- Plan, coordinate and conduct comprehensive financial audits.
- Supervise, train, and evaluate staff.
- Analyze and verify complex financial and accounting records and reports.
- Prepare detailed and complex financial statements and reports.
- Prepare and administer a budget.
- Oversee County-wide accounting systems and operations.
- Make sound, educated decisions, and work independently with limited supervision.
- Perform accounting and mathematical calculations with speed and accuracy; perform accurate statistical analyses.
- Respond to inquiries from management, citizens, and regulatory agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM REQUIREMENTS

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting or financial auditing, or banking, investment management and/or taxation, including two years of administrative and supervisory responsibility.

Education:

Bachelor's degree from an accredited college or university with major course work in accounting, financial management, business administration or related field.

DESIRABLE QUALIFICATIONS:

Possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1 showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant is highly desirable.

Master's degree from an accredited college or university with major course work in accounting, financial management, business administration, or related field is highly desirable.

Recent administrative experience in the area of budgeting or financial analysis and control, insurance, banking or investment management is highly desirable but not required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.