

CITY OF RIALTO

Approved by City Council: 8/10/21
FLSA Exemption Status: Exempt

Group: Unrepresented
DOT Participant: No

DEPUTY DIRECTOR OF FINANCE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, directs, manages, supervises, and coordinates the activities and operations within the Finance Department, including financial reporting and budgeting, accounts payable, accounts receivable, payroll, business licensing and utility user tax functions; to coordinate activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Finance.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent professional level “at-will” classification responsible for planning, organizing, developing, and managing the Finance Department. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program development and implementation of policies, procedures, goals, objectives, priorities, and standards related to municipal finance functions and programs. The incumbent serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The work frequently requires attending meetings, coordination with other departments, conducting training, facilitating committee work, and making presentations to City Council. Assigned duties and responsibilities will require work to be performed during and outside of normal office hours, weekends, and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Finance.

Exercises general supervision over professional, technical, and administrative support staff, as assigned.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for overall services and activities of the Finance Department.
2. Coordinates the organization, staffing, and operational activities for accounts payable.
3. Manages services and activities of the Finance Department including general accounting, financial reporting and purchasing.
4. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

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Finance Manager (Continued)

5. Monitors and evaluates the efficiency and effectiveness of methods and procedures for providing accounting services; allocates resources accordingly.
6. Plans, directs, coordinates and reviews the work plan for accounting staff; assigns work activities projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
7. Oversees and participates in the development and administration of the budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments; calculates the available resources of departments for budgeting purposes; provides technical assistance and consultation to City departments in response to questions and issues regarding the budget process.
8. Administers and oversees the financial requirements of City grants and monitors professional contracts directly related to the finance area.
9. Prepares, reviews, and evaluates a variety of financial reports and statements including general ledger, bank reconciliation, budget variances, monthly, quarterly and annual tax returns and annual reports; completes requests for financial analysis from the City Council, City Manager or other members of the City's executive management group.
10. Develops and implements policies, procedures and controls to ensure compliance with laws, regulations, City policies, outside granting agencies and generally accepted accounting principles and procedures; analyzes fiscal transactions and records to ensure conformity and compliance with generally accepted accounting principles, procedures, practices and City codes and ordinances.
11. Selects, trains, motivates and evaluates assigned staff; trains employees to correct deficiencies; implements discipline and termination procedures as needed; participates in the planning of goals and objectives of subordinate staff; trains staff in providing excellent customer service to internal and external customers.
12. Audits the financial records of departments; ensures records and other types of documentation are properly maintained; notes all discrepancies and file reports and recommendations to correct them.
13. Communicates with outside customers regarding non-compliance issues in the areas of business licensing, accounts receivable and utility user tax exemptions.
14. Provides staff support to the Director of Finance; participates on a variety of committees; prepares and presents staff reports and other necessary correspondence.
15. Represents the Finance Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
16. Assists independent auditors with their annual audit of financial records; prepares and provides support documentation; answers questions concerning financial records and accounting practices; ensures audits are completed in a timely manner.
17. Attends and participates in professional group meetings, stays current on new trends and innovations in the field of municipal finance and accounting.
18. Perform related duties and responsibilities as required.

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Finance Manager (Continued)

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a municipal finance and accounting program.
- Operations, services and activities of municipal accounts payable.
- Principles and practices of local government budgeting and financial administration.
- Generally accepted accounting principles and standards.
- Rules, regulations, policies and procedures governing public agency accounting practices.
- Methods and techniques of internal auditing and accounting.
- Advanced mathematical principles and practices.
- Computerized accounting and financial systems.
- Principles and practices of budget preparation and administration.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Provide management of a comprehensive financial and accounting services program.
- Plan, supervise and direct the City's accounting operations.
- Develop, analyze, interpret and explain financial policies and procedures.
- Prepare accurate and timely financial statements, reports and analysis.
- Oversee, direct and coordinate the work of subordinate staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures.
- Prepare and administer large and complex budgets.
- Establish and maintain sound fiscal procedures and records.
- Perform a variety of tasks related to the administration of municipal accounts payable.
- Interpret and explain City accounts payable policies and procedures.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Minimum requirements as a condition of hire

Experience:

Five years of professional level experience in governmental accounting and auditing, including two years at a supervisory level.

Training:

Bachelors degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screen.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, occasional walking and standing.