

DEPUTY DIRECTOR OF FINANCIAL SERVICES

Definition:

Under general direction from the Director of Financial Services, assists in planning, directing, supervising, and coordinating financial planning and the activities and daily operations of the Financial Services Department. Perform a variety of accounting duties including the preparation and maintenance of financial and statistical records; fiscal and budgetary planning and reports. Assists with purchasing duties. Assists with the coordination and implementation of electronic data processing system and perform related duties as required.

Distinguishing Characteristics:

This class is a mid-management position. The incumbent supervises technical and clerical staff and assumes the duties of the Director in his/her absence. This class requires frequent oral communication including telephone communication as well as frequent written communication. It requires sitting for extended periods and most work is accomplished in an office setting. It also requires regular work with a personal computer, walking, standing, bending, stooping and reaching. Occasionally lifts up to 35 pounds and regularly operates a motor vehicle.

Examples of Duties:

- prepares a variety of detailed accounting, statistical and narrative reports as required by the Agency;
- establishes, monitors, and updates as required, procedures and policies for accounting and purchasing methods and controls;
- supervises, trains, and reviews the general accounting and purchasing activities of the Agency including the maintenance of general ledgers and related subsidiary records;
- establish accounts with various banking facilities;
- may plan, develop, implement and administer the cash management and investment program;
- designs data input control procedures and data processing instructions for accounting personnel;
- assist in the preparation of the annual budget for presentation to the Board of Directors;
- schedules and coordinates annual audit;
- develops format for financial reports required by the Board of Directors, General Manager, and Department Managers;
- prepares monthly, quarterly, and annual financial reports as required;
- ensure timely filing of all reports as may be necessary for administration and/or required by government documents and invoices;

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- trains staff;
- reviews work and evaluates employee performance;
- administers the purchasing function of the Agency;
- develops purchasing regulations and procedures;
- bid process and maintenance;
- service contract development.

Qualifications:

Knowledge of:

- principles, practices, and methods of current governmental accounting, auditing, purchasing, and budgeting;
- uses and application of electronic data processing in the maintenance of accounting records, budget preparation;
- modern office methods, procedures, and equipment; principles and practices of management, supervision and training.

Ability to:

- administer the financial activities of the Agency, prepare the annual budget;
- prepare and maintain all fiscal records;
- analyze data on financial condition;
- analyze specific needs and design and implement appropriate accounting systems;
- plan, organize and administer the purchasing function;
- prepare clear and comprehensive financial statements and reports;
- plan, organize and supervise the work of others.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of a Bachelor of Arts degree from an accredited college or university in accounting, finance, or equivalent, and three (3) years of experience in public sector finance and budget administration, at least one (1) of which must have been at the supervisory level or above; and two (2) years experience with a computerized accounting system.

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License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.