

CITY OF MILWAUKIE

CLASSIFICATION: Assistant Finance Director

Department: Finance

FLSA Status: Exempt

Pay Grade: 30

Union Representation: Management, Supervisory, Confidential Group

CLASSIFICATION SUMMARY:

The Assistant Finance Director manages the general operation of the budget, finance and accounting functions; supervises the accounting staff; and acts as Finance Director in the Finance Director's absence.

The Assistant Finance Director receives administrative direction from the Finance Director and exercises direct supervision over professional, technical and support staff. This position has direct input into City policies and procedures and advises the City Manager, City Council, Department Directors, citizen boards, and committees on related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Manages finance operations: develops and implements division work plans, procedures and reports; evaluates program performance and effectiveness, and initiates program improvement actions.
2. Supervises the accounting staff to ensure City goals and objectives are met: schedules, assigns and reviews work; makes hiring decisions; conducts performance reviews and provides training and development.
3. Develops work plans, timelines and resource allocations for assigned projects. Monitors to ensure objectives are met.
4. Assists with the compilation of the citywide audit: develops and communicates administrative procedures; coordinates distribution of reports and forms; and makes recommendations to the Finance Director on audit requests.
5. Develops budget assumptions, forecasts, detailed estimates, and statistical analysis. Prepares a variety of written reports, correspondence, procedures and other documents, with technical, statistical and narrative content.
6. Coordinates the development, preparation, implementation and evaluation of the budget and capital improvement plan. Establishes deadlines and key milestones for budget assumptions. Designs process to collect and evaluate department proposals; working directly with departments on needs assessment. Ensures budget process meets legal requirements and budget is consistent with and supports City goals, policies, and procedures. Assures the legality and accuracy of operating, capital plans and budgets.
7. Prepares with the Finance Director the annual budget document in compliance with the standards of the Government Finance Officers Association. Monitors and interprets changes in laws, regulations, and best practices related to budgeting.
8. Conducts complex budgetary and financial analysis; develops models for and prepares multi-year financial forecasts and operating cost projections.
9. Coordinates the compilation of monthly budget-to-actual financial information; provides technical advice and assistance to City departments and related entities.
10. Develops proposals for generating revenues and reducing costs.
11. Represents the Finance Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities upon request.

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12. Makes presentations and provides comment and testimony on request.
13. Monitors compliance with public contracting rules and internal financial policies.
14. Responsible for integrity of general ledger, fixed asset and other accounting records.
15. Prepares and administers the department budget based on staffing and resources requirements and program objectives and goals. Monitors the department budget to assure compliance with approved budget levels and standards.
16. Regularly attends meetings of the City Council and its committees, staff, and community meetings.
17. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proficient knowledge of Oregon Budget Law.
- Proficient knowledge of general laws governing municipal operations in the State of Oregon.
- Professional knowledge and experience in the application of governmental accounting principles and practice, including experience in the preparation of Comprehensive Annual Financial Reports. Management and supervisory principles and practices.
- Proficient knowledge in the use and application of desktop programs including all Microsoft applications and the Windows environment. Working knowledge of financial computer systems.
- Management and supervisory principles and practices

Skills and Abilities to:

- Effectively supervise and motivate staff.
- Make effective and well-prepared presentations to staff and in public setting.
- Operate office equipment and a variety of word processing and software applications.
- Maintain good relationships with departments, auditors, state and local agencies and other internal & external customers.
- Properly interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency both short and long term.
- Analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- Prepare and monitor department budget.
- Determine effective work methods and procedures and develop policies and procedures to maintain effective internal controls over financial transactions.
- Manage multiple projects often within tight timeframes.
- Exercise sound judgment in evaluating situations quickly and objectively to recognize actual and potential conflict situations and to determine proper course of action.
- Effectively lead and supervise staff including training, motivating and evaluating staff.
- Maintain confidentiality of sensitive information and documents as appropriate.
- Communicate effectively both orally and in writing.
- Establish and maintain positive working relationships.
- Develop and lead a team, cultivate a team climate and work as a team member.
- Perform the essential functions of the job.

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Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's Degree in Accounting or Finance from an accredited four (4) year college or university and a minimum of three (3) years of technical municipal budgeting and accounting experience including a minimum of one (1) years supervisory and managerial experience.
Certified Public Accountant (CPA) and/or Certified Management Accountant highly desired.

Licensing/Special Requirements:

- Successfully pass the background checks and screening requirements of the City.
- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including Microsoft based word-processing and spreadsheets and Incode financial suite.

Supervision:

- This position is an at will employee hired by and operating under the general direction and supervision of the Finance Director.
- Has full scope of management responsibility over assigned staff as delegated by the Finance Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in office setting
- Evening meetings are required.
- Responds at any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: January 2011

Adopted: January 2011

Revised: April 2013, October 2018, April 2019