

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ASSISTANT FINANCE DIRECTOR

General Functions:

The Assistant Finance Director manages the general operation of the finance, budget 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.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that 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. Authorizes payments to contractors and consultants.
2. Supervises 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. Coordinates the compilation of the citywide budget: develops and communicates administrative procedures; coordinates distribution of reports and forms; reviews and analyzes budget proposals; and makes recommendations to the Finance Director on departmental requests.
4. Coordinates the Comprehensive Annual Financial Report (CAFR); acts as liaison with external auditors; attends audit committee meetings.
5. Coordinates and updates financial plans and reports, including bond issues and bond refunding; verifies for completeness and accuracy.

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6. Develops work plans, timelines and resource allocations for assigned projects. Monitors to ensure objectives are met.
7. Provides technical advice and assistance to City departments and related entities.
8. Develops proposals for generating revenues and reducing costs.
9. Represents the Finance Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities upon request.
10. Makes presentations and provides comment and testimony upon request.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

- i) Requires a Bachelor's Degree in Accounting or Public Finance from an accredited four (4) year college or university and a minimum of five (5) years of technical accounting experience including a minimum of two (2) years supervisory and managerial experience, and two years of experience in municipal accounting. CPA or equivalent professional qualification, preferred. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted for the above.

b) Training:

- i) Proficient knowledge of general laws governing municipal and non-profit 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 Report.

Proficient knowledge in the use and application of desktop programs including MS Excel, MS Word, Lotus 123 and Windows environment. Working knowledge of the H T E Computer System and IBM AS/400.

2) Supervision:

Received: Works under the general direction of the Finance Director who establishes broad policies and assigns specific tasks. Independence of method and process is stressed with accountability for results.

Exercised: Oversees the supervision of clerical, technical and para-professional staff in the Finance Department.

3) Communication:

Relationships maintained outside the City include: direct communications with LGIP; H T E software providers; bank officers; auditors, related entities and state and local agencies.

Must communicate with department managers, making complex fiscal information easily understood.

Must be an instrumental part of the City's management team, actively participating in addressing a variety of issues with an emphasis on excellent customer service.

Is entrusted with confidential and sensitive financial, personnel, and payroll information.

4) Cognitive Functions:

Work is governed by written City and departmental policies, procedures, ordinances and accounting principles and federal, state and county laws.

Has responsibility to develop and coordinate implementation of a variety of policies, procedures, systems, and methodologies. Errors could result in a lawsuit and loss of public trust and credibility.

When implementing accounting principles, ordinances, statutes or new policies and procedures, an employee in this position needs to recognize and resolve problems.

Decisions most often made in the course of duty involve staff development and training; evaluation and discipline; determining effective work methods and procedures; and internal control compliance.

5) Working Conditions:

Normal office work environment.

Work schedule is usually normal business hours. Additional evening and weekend work hours for the purpose of attending meetings are required.

6) Resource Accountability:

Must safeguard and maintain financial records of all city assets.

Maintains all accounting records, including: general ledger; budget; subsidiary ledgers; financial statements and audit papers.

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