

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: ASSISTANT FINANCE DIRECTOR**

**REPORTS TO: CITY MANAGER**

**TYPE: Mid-Management - Exempt**

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

**POSITION SUMMARY:**

Under the direction of the City Manager, and in accordance with accepted accounting principles and procedures, performs professional accounting/auditing work independently and at the full performance level; maintains complex accounting records; prepares and analyzes financial statements and reports; planning, coordinating and participating in auditing assignments to determine the adequacy of internal controls, the efficiency and effectiveness of operations, and compliance with applicable laws and prescribed policies and procedures. Oversees the day-to-day operations of the Finance Department.

**FAIR LABOR STANDARDS ACT EXEMPTION:**

The incumbent of this position spends more than 50 percent of their time as a mid-manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Functions of this position include the direction and coordination of the work of the Finance Department staff under the direction of the City Manager, and the review of the work for accuracy and compliance with legal provisions, departmental policies, and established accounting principles and procedures.

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, 20/20 vision (corrected), hearing ability adequate to take minutes of meetings, ability to speak and instruct articulately, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, regularly climbing two flights of stairs.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the public in a professional and effective manner. Effective leadership, problem solving, exercise discretion and independent, sound judgment within policy guidelines, communicate in English effectively both orally and in written form; and read and understand Federal and state laws and regulations and applicable technical information. Ability to work weekends, evenings and long hours on a limited basis to complete tasks and duties.

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**WORKING CONDITIONS:**

Work is conducted in a normal office setting with little exposure to outdoor temperatures, some exposure to dirt and dust.

**SUPERVISORY GUIDANCE RECEIVED/GIVEN:**

Supervision received is characterized by general administrative support and control rather than direct control over methods, and defining departmental objectives. Completed assignments may be reviewed by the City Manager, the City Attorney's Office and outside auditors or consultants. Provides supervisory oversight to and directs work of Finance Department employees.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, and supervise departmental operations and personnel.
- Assist in the selection and supervision of professional and support staff.
- Perform advanced accounting work; request and prepare various accounting and statistical reports.
- Review legislation and advise on implications and applications relevant to the City.
- Develop systems and methods for compilation and preparation of financial reports and statistical statements.
- Maintain records for the City's fixed assets in accordance with GASB Pronouncements.
- Oversee preparation of quarterly financial statements, including analysis and reconciliation of all underlying accounts and budget to actual comparisons.
- Interface with Auditors and oversee the coordination of the annual fiscal year audit.
- Working with the City Manager's Office, oversee the preparation of the annual budget, input budget data into computer system and assist in monitoring of budget compliance.
- Research and analyze transactions to resolve questions and budget problems.
- Maintain City's general ledgers, and other book of accounts, including control and subsidiary records in accordance with professional standards.
- Supervise the preparation of accounts payable/receivable and utility billing.
- Maintain financial records to support grant administration and prepare grant financial reports.
- Provide information to the public or to City staff that requires the interpretation of policies, rules, or procedures.
- Reconcile bank statements, research discrepancies and make correcting entries as necessary.
- Assist in the coordination of activities of the Finance Department with other departments and outside agencies.
- Monitor Council/District resolutions to record approved budget adjustments.
- Prepare state-required reports including State Controller reports.
- Assist with cash management, banking relationships, and investment activities.
- Maintain Citywide purchasing system, consistent with the purchasing ordinance and in accordance with accepted municipal purchasing procedures and systems of internal control.
- Provide supervision of day-to-day Finance Department operations to ensure appropriate standards and compliances with financial control practices and policies.

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- Oversee the City's Community Development Block Grant (CDBG) programs, including application, compliance, reporting and close out tasks.
- Coordinate with Information Technology staff and contractors and the financial system software provider for the ongoing maintenance of the financial system.
- Assist in the conversions and maintenance of the financial computer system.
- Maintain confidentiality of sensitive financial and HR related data.
- Follow City policies and guidelines.
- Perform other related tasks and duties as required.

**MATERIALS, EQUIPMENT AND TOOLS:**

Typically uses Federal and State regulations and reference materials, including Governmental Accounting, Auditing, Financial Reporting, and GASB Bulletins; City policies, procedures, budget; principles of governmental accounting and auditing using best practices as defined by current standards. Calculator, personal computer, copier, printer, postage machine, telephone, safe, file boxes, fax machine. Computer programs, i.e., general ledger system, accounts payable, payroll, business license, utility billing, CalPERS retirement system reporting, Microsoft Office and Windows.

**SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of governmental accounting.
- Principles and practices of governmental budgeting.
- Principles and practices of related fiscal control functions.
- Principles of computerized financial and management information systems, specifically Springbrook financial systems.
- Principles and practices of effective supervision and interpersonal skills.
- Principles of cash management, banking and investments.
- Correct English usage, spelling, grammar and punctuation; bilingual (English and Spanish) skills desirable.

**Ability to:**

- Understand and utilize data processing and specialized accounting operations in developing or revising citywide policies and procedures.
- Evaluate and interpret auditing, statistical, and legal reports and documents.
- Supervise and evaluate centralized accounting operations and staff.
- Prepare various types of financial/accounting statements, records, and reports.
- Establish and maintain effective relationships with employees, officials and the public.



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- Communicate effectively orally and in writing.
- Use Microsoft Office programs, i.e., Outlook, Word, Access, Excel, Publisher.
- Perform arithmetical and mathematical computations rapidly and accurately.
- Exercise a critical approach to regular routines and make suggestions for improvement.
- Perform highly responsible financial record keeping and clerical work involving use of independent judgment and confidentiality.
- Learn, interpret and apply the procedures, precedents and policies of governmental finance and accounting.

**MINIMUM EDUCATION/EXPERIENCE**

- Bachelor's Degree from an accredited college or university in Business or Public Administration, Finance, Accounting or related fields including a minimum of 15 quarter or 10 semester units of accounting course work; and equivalent of five (5) years' experience at the Government Accountant II level.

Or:

- At least 7 years of progressive related and equivalent work experience in accounting management coordinating audit activities, financial reporting, budget development, actual to budget analysis as well as overseeing accounts payable and receivable, general ledger, payroll and customer service.

**DESIRED EDUCATION/EXPERIENCE**

- Additional work experience in governmental accounting and cash management, banking, revenue, or investment experience, or capital infrastructure financial planning and management. CPA or demonstrated progress in qualifying for CPA, or Governmental Finance Officers Association (GFOA) Certified Public Finance Officers (CPFO) certification or demonstrated progress in qualifying certification or MBA from accredited business school.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*