



JOB DESCRIPTION

TITLE: Deputy Finance Officer
SUPERSEDES:
REVISED:

DEPARTMENT: Finance
FLSA STATUS: Exempt
PAY RANGE:

SUMMARY: Under general direction from the Finance Director, employees of this class provide professional expertise and supervisory skills in the day-to-day development and oversight of the Town's financial management information system and budget. The position will provide organizational oversight of the City's Annual Operating Budget and CIP processes and will provide supervisory functions as needed.

DISTINGUISHING CHARACTERISTICS: Performs difficult professional work creating and facilitating in planning, organizing, and coordinating the activities of the divisions within the Finance Department. This position provides effective, professional leadership, assists in positioning the Finance Department to meet the current and future needs of its internal and external customers through appropriate technologies and services. Performs highly responsible and professional administrative, supervisory, and technical work associated with planning, budgeting, coordinating the annual budget process. Work is performed in accordance with departmental policies and procedures but requires the use of considerable independent judgment and initiative. Work in this class requires effective relationship skills, extensive managerial knowledge, effective teamwork, and independent decision making. Will serve as City's Budget manager and will be responsible for workflows regarding compilation and implementation of City's Annual Operating Budget and Capital Improvement Plan. Work is performed under general direction of the Finance Director.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assist the director in planning, implementing, directing, and managing all functions and resources of the department to achieve the strategic objectives of the department and the City in an efficient and effective manner.
- Acts in the director's absence by attending meetings, making decisions, and providing department leadership.
- Assists the director with implementing the department vision and assists in leading the department for maximum employee productivity and morale through hiring, performance management, resolving grievances and other human resources actions.
- Leads projects, performs complex reviews and analyses; implements policies and best practices, coordinates assigned responsibilities with staff and other city departments, outside agencies, and consultants.



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- Participates in the timely and accurate reporting of the City's financial position, participates in the development of fiscal short- and long-range goals; coordinates execution of city-wide budget and capital improvement plan preparation; recommends and monitors internal controls of city-wide financial systems to preserve the city's fiscal integrity, supervises and participates in independent audit and other audits; monitors departmental budget execution.
- Monitor treasurer's cash management activities by analyzing and evaluating cash flow to determine the availability of cash for investments; manages banking activities; manages debt retirement schedules and ensures compliance with federal and state reporting requirements; assists with bond sales and other debt service administration; gathers and analyzes data for rate and fee setting; collection and cash receipting activities and related operations.
- Oversees utility and general billing ensuring timely and accurate billing and collection procedures; evaluates and makes recommendations regarding rates; compiles a variety of financial and/or statistical reports regarding billing and collection information; performs cost-of-service studies for rate considerations.
- Oversees tax administration and participates in the development of financial and statistical reports relating to tax collections.
- Monitors proper fiscal administration of grants and joint governmental grants.
- Gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed; evaluates and makes recommendations about department policies and procedures.
- Works with other departments to solve financial and accounting issues; provides interpretations of policies and procedures. Analyzes impact of existing/proposed legislation and provides recommendations to management.
- Provides a variety of complex studies, reports, and related information for decision-making purposes.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Will oversee quarterly budget meetings with all departments to monitor implementation of operating and capital budgets. Meetings will also review revenue receipts for all relevant departments.
- Serves on committees, conducts, and attends meetings, makes public presentations, and attends events either in the department or by representing the department to the public, community groups' professional organizations, news media, outside agencies, and other departments.
- Participates in the development of financial related ordinances, resolutions, and regulations; assists staff in the enforcement of ordinances.
- Serves as a liaison with employees and external organizations; represents the City at various meetings, public events, training sessions, committees, and/or related events, and maintains effective working relationships; provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups, and the public; communicates official plans, policies and procedures to staff and the general public.



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- Recommends and monitors storage, retention, and destruction policies and procedures for financial records.
- Researches, develops, and maintains technologies and information systems; researches and recommends system upgrades and replacements.
- Assists in procurement process; approval authority for requisitions and ensures fiscal control over the capital expenditure process and policy compliance.
- Keeps the Finance Director advised of division activities and issues through written and oral reports.
- Response to calls from council members, staff and the public by finding answers to questions and referring queries to appropriate department or city employee; follow-up to ensure issues are resolved.
- Attends City Council meetings to have understanding of issues to coordinate and communicate with and for the City Manager, Council, City departments and the public.
- Monitor contracts and agreements to assure compliance and proper billing.
- Proofread documents for content and grammar.
- Protects privileged and/or confidential information.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, or weekends as needed.
- Ensures all department operations conform to local, state and federal regulations, and in accordance with policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.
- Provides excellent customer service to both internal and external contacts.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate, or equivalent experience.
- Bachelor's degree from an accredited college or university in Business, Public Administration or a related field,
- OR, five (5) years of professional management support experience, with two (2) years public administration experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Required Knowledge and Skills:

- Familiar with aspects of municipal government operations relating to staffing, budget and program execution.
- Familiar with Council/Manager form of government and its operations.



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- Familiar with political processes at all levels of government.
- Familiar with Federal, state, and local laws, rules, and regulations pertaining to local government operations.
- Municipal budgeting, planning and organizing skills.
- The operation of personal computer and various software applications for word processing, spreadsheets, etc.
- Ability to read and interpret of local, state and federal statutes and regulations. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary to independently generate effective and professional letters, memos and reports. Knowledge of office management techniques.
- Skill in exercising independent judgment, diplomacy and discretion in performing assigned duties
- Skill in compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Skill in MS Office (Outlook, Word, Excel, PowerPoint, etc.)
- Skill in analyzing situations accurately and adopting an effective course of action.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effecting working relationships.
- Manage multiple projects and thrive in a high-performance organization.
- Communicate complicated or abstract policy direction to many different groups of staff and citizens.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Communicate effectively both orally and in writing, with the public and other employees.

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.