

**ASSISTANT DIRECTOR OF FINANCIAL SERVICES****GENERAL FUNCTION**

Under general direction of the Director of Financial Services, performs complex professional, administrative and technical accounting and finance duties or functions in maintaining the fiscal records and systems of the City of the City. Plan, organize, control and direct the financial operations of the City including budget, accounting, financial reporting, debt issue and management, cash and investment management, capital improvement program, utility rate-making, financial analysis and modeling of current and potential City activities and projects and serves as City Treasurer.

**REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)**

- Provides financial support, advice and guidance to the all departments of the City.
- Assists in the preparation and monitoring of the annual City budget, development of the capital improvement program, and assessment of the annual revenue estimates for use in the annual budget.
- Oversees and coordinates the City's financial reporting efforts, including coordinating the preparation and production of the City's CAFR (Comprehensive Annual Financial Report), State BARS (Budgeting, Accounting and Reporting System) reports, and other financial surveys and reports.
- Manages the investment and cash position of all City funds to ensure that investment returns are maximized to the extent consistent with the City's investment policies.
- Assists in planning and directing the analysis necessary for the setting and implementation of rates for the City's utilities through the public and political process.
- Supervises, evaluates and directs the work of Finance division employees.
- Directs the City's accounting and reporting operations, including maintaining its accounting systems, establishing and maintaining internal financial controls, preparing all required financial reports, conducts internal audits, all in accordance with sound business practices, applicable City ordinances/resolutions, State laws, and GAAP (Generally Accepted Accounting Principles).
- Directs the development and maintenance of the City's cash receipting and disbursement systems, including accounts receivables, centralized cashiering, accounts payable, payroll, non-expense disbursements, travel advance, debt service, LID accounting, and other finance and accounting related systems.
- Demonstrate the effects of alternative decision options using financial modeling, studies and analysis.
- Prepares various State, Federal and other agency reports and ensures that payments made are in compliance to State and Federal statutes and regulations.
- Works with the State Auditor during the annual audit of the City to ensure the City's compliance efforts.
- Ensures that the City's accounting structure complies with State BARS.
- Trains, develops, directs and evaluates Finance Department staff to: 1) help expedite work flow and to improve efficiency and effectiveness of department operations; 2) achieve their individual goals; 3) foster teamwork; 4) collectively achieve the department's mission; and 5) lead to employees' growth and accountability for their actions.

**KNOWLEDGE, SKILLS and ABILITIES (Entry Requirements)****Knowledge of:**

- State BARS and general state and federal laws regulating the financial activities of Washington municipalities

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- In-depth knowledge of generally accepted accounting and auditing principles, theory and practices, as well as financial analysis and research techniques.
- The bond market and forces affecting the price of fixed income securities
- Mastery of municipal accounting and budgetary principles, practices, operations and procedures.
- General business and financial practices needed to operate effectively in the City's general business environment.

**Ability to:**

- Analyze complex and interrelated financial functions and planning programs to promote accuracy and compliance with laws and financial management standards, and to produce information which will assist the City in achieving its objectives and overall mission.
- Purchase and sell fixed income securities to maximize the City's financial return within an acceptable level of risk and liquidity
- Communicate effectively both verbally and in writing, and maintain quality working relationships with other City employees and the public during the course of work. Tact, patience and courtesy are needed, as well as the ability to effectively communicate technical concepts to lay people.
- Manage multiple complex financial assignments and to allocate resources effectively
- Be proficient with PC and financial systems application software
- Assist in the preparation of budgets, analyses, reports and recommendations.
- Establish and execute complex oral and written instructions and to apply available guidelines to various situations.
- Quickly grasp technical financial principles and procedures, and to carry on more than one function at a time in an environment subject to many distractions.
- Plan and organize and to meet rigid schedules and demanding time-lines.

**QUALIFYING EDUCATION and EXPERIENCE (Minimum Requirements)**

Four year degree in business, accounting, finance or closely related field and six years increasingly responsible work experience with five years in a supervisory or administrative capacity. Public accounting experience and MBA, MPA or CPA highly desirable.

**PHYSICAL REQUIREMENTS**

Work requires frequent sitting and standing, the ability to operate office machines including telephone, fax, computer terminal and copy machine, and occasional lifting over 30 pounds. Occasional presentations require public speaking ability and the use of audio visual equipment. Frequent automobile and occasional air travel are required.

**WORKING CONDITIONS**

Work is primarily performed in an office environment. Occasional public presentations of complex and sometimes controversial information are required. Frequent evening and occasional weekend meetings are required. Frequent local travel and occasional in state and out of state travel required.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Administrative Employees exemptions.

**Representation:** This position is excluded from bargaining unit representation.

**Civil Service:** The classification is excluded from the City's Civil Service System.

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**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

**This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.**