

**CITY OF GLENDORA  
ASSISTANT FINANCE DIRECTOR**

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

**DEFINITION**

Under general direction, plans, directs, manages and oversees the day-to-day operations of the Finance Department, including supervision of staff, general accounting, grant accounting, budgeting, purchasing, utility billing, cashiering services, business licensing, information technology, and treasury functions and services; manages the preparation of the City's annual and mid-year budget; coordinates assigned activities with other departments and outside agencies; performs related duties as required.

**CLASS CHARACTERISTICS**

This is a single class mid-management position reporting to the Finance Director/City Treasurer and may act in his/her absence; supervises professional and sub-professional staff throughout the Finance Department.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Assists the Finance Director in managing the services and activities of the Finance Department, including supervision of staff, general accounting, grant accounting, budgeting, purchasing, utility billing, cashiering services, business licensing, information technology, and treasury functions and services; directs and oversees the work of designated functions of the Department. (a b d e f g h i j k l m n o p q r)
2. Participates in managing the development and implementation of departmental goals, objectives and priorities for each assigned service area; recommends and administers policies and procedures. (a b c e f j l m o q r)
3. Participates in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. (a c e f g j k l m o q)
4. Assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements change. (a b c d e g h i k l o)

5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures. (a b d e g i j k m o)
6. Assists in the development of the City's capital improvement budgets; provides periodic financial analysis. (a b c g h k l n p q)
7. Manages and participates in the preparation of the City's annual and mid-year budget and provides staff support to the Finance Director and other Department Directors in budget development; assists in forecasting budget revenues; analyzes reserves; attends all budget meetings and hearing held with various departments and divisions; assists with review of all budget documents for the City; performs analysis; reviews cash flow projections; prepares long-term financial analyses for the City. (a b c f g h j k m o p q)
8. Schedules and oversees annual audit processes, as well as audits by various governmental entities for program specific monitoring. (a b c f g h j k m o p q)
9. Manages and assists in the preparation of the Comprehensive Annual Financial Report and annual budget in conformance with CSMFO and GFOA established guidelines; assists in the preparation of the Budget Letter of Transmittal, Management's Discussion and Analysis and CAFR Letter of Transmittal. (a b c f p q)
10. Assists in monitoring and evaluating legislative, regulatory, and other governing body rulemaking changes that may have financial impact on the City; reviews City financial policies and Finance Department procedures to enhance financial management internal controls over various types of financial transactions. (a b c f g j l m o p q r)
11. Serves as an accounting liaison with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues. (a b c f g k m p q)
12. Participates in various task forces and project groups, including, but not limited to Investment Advisory Committee and Technology Committee; assists City staff in debt issuance; participates in feasibility studies; manages grant programs, including submittal of drawdown requests; participates with other departments and staff in billing various grants. (a b d e f j l m n o p q)
13. Prepares draft agenda item reports as assigned; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies and procedures as appropriate. (a b c d e h i j k m o r)
14. Manages the preparation of various annual and periodic reports to a variety of external entities. (a b d k p q)

15. Provides staff assistance to the Finance Director; prepares and presents agenda reports and other necessary correspondence. (a b m q r)
16. Represents the Finance Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations. (a b c d f i j m o)
17. Explains, justifies, and defends Department programs, policies and activities; negotiates and resolves sensitive and controversial issues. (a b e f g i k l m o p q r)
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the financial field; incorporates new developments as appropriate. (a b f k l m o p q r)
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints. (a c g j m q)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council and other public officials.
- d. Plan, direct and coordinate accounting, purchasing, revenue collection, information technology, treasury management, payroll, licensing programs, and assist in managing a department.
- e. Select, train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Develop comprehensive plans to meet future City needs/services.

- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Analyze financial issues as they relate to City services.
- r. Develop programs to fund City services.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in public or business administration, accounting or a closely related field and five years of progressively responsible experience in government accounting including at least three years in a high level municipal finance supervisory capacity or at least three years of auditing experience in a supervisory capacity.

#### Knowledge and Skill Levels

Thorough knowledge of municipal accounting and municipal finance principles, systems, procedures, reports and practices; management and organization theories, principles, practices and methods; laws and regulations which govern municipal finance administration; treasury management and investment programs; sources of revenue to fund municipal services; municipal budgeting processes.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein 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 job functions.*

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the

telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate and exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*Employee Association: Glendora Management Association (GMA)*