

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: 005**

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**CLASSIFICATION:** Deputy Finance Director

**DEPARTMENT:** Finance

**CLASS DEFINITION:** To direct, manage, supervise, and coordinate the activities and operations of multiple accounting and finance sections or units within the Finance Department including general ledger, payroll, accounts payable and receivable, bond financing, fixed assets, grants, cost allocations, debt services and bank reconciliation; to assist the Finance Director in planning, directing, managing, and overseeing the activities and operations of the Finance Department, including assigned divisions, programs, and functional areas; to coordinate assigned activities with other divisions, departments, and outside agencies; to provide highly responsible and complex administrative support to the Finance Director; and to act as the Finance Director in his/her absence.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the Finance Director.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

Participate in the overall management of the Finance Department; assume management responsibility for assigned services and activities of multiple accounting and finance sections or units including general ledger, payroll, accounts payable and receivable, bond financing, fixed assets, grants, cost allocations, debt services and bank reconciliation.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including finance, accounting, and payroll services; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate, and review the work plan for finance and accounting staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Select, train, motivate, and evaluate finance and accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of assigned budgets; in association with the Finance Director, participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Provide City management, the City Council and the investment community with financial information on City operations; coordinate the preparation of monthly and annual financial reports and internal statements.

Direct the reconciliation of City bank accounts to the general ledger; administer all cash disbursements for the City; expedite the collection of miscellaneous receivables.

Direct the year-end audit process and coordinate with external auditors and City staff; coordinate the annual City-wide indirect cost allocation plan.

Serve as a liaison for the department and assigned sections or units with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Finance Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to finance and accounting programs, policies and procedures as appropriate; develop and maintain accounting procedures manuals.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public finance; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Serve as Finance Director in the Finance Director's absence.

Perform related duties as required.

#### **JOB RELATED QUALIFICATIONS:**

Experience and Education: Eight years of increasingly responsible experience in financial accounting including maintaining the general ledger and administering/managing accounts payable and receivable, fixed assets, payroll and grant programs as well as two years of administrative and supervisory responsibility supplemented by a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operational characteristics, services, and activities of finance and accounting programs; organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; modern and complex principles and practices of financial services program development and administration; accounting and auditing theory, principles and practices and their application to a wide variety of financial transactions and problems, with particular reference to governmental accounting practices; data processing applications for financial management; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state and local laws, codes, and regulations.

Ability to: Oversee and participate in the management of comprehensive finance and accounting programs; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures; prepare and administer large program budgets; prepare clear and concise administrative and financial reports; design and

implement new accounting systems; develop and maintain accounting procedure manuals; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

**WORKING CONDITIONS:**

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**OTHER:**

FLSA Designation: Executive Exempt

Unit Designation: Administrative Management

**CAREER LADDER INFORMATION:** Experience gained in this classification may serve to meet minimum qualifications for Finance Director.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Revised: 9/1983 – Sibson & Company

Revised: 9/1989 – Ralph Andersen & Associates

Revised: 7/2007 – G. McHaffie

Revised 11/2009 – Johnson & Associates (Former Title: Assistant Finance Director)