

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

DEPUTY FINANCE DIRECTOR
July 2022

DEFINITION

Under general supervision of the Finance Director, assists with the day-to-day planning, organizing, coordination, management, and supervision of the activities and functions of the Finance Department; provides highly complex and responsible support to the Finance Director; serves as the Finance Director in the absence of the Finance Director; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Deputy Finance Director is an assistant department head classification and has responsibility for overseeing the activities and functions of assigned division(s) as well as assisting the Finance Director with management of the activities and functions of the Finance Department.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Finance Director. Supervises and manages professional, paraprofessional, and clerical staff in the Finance Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Plans, manages, supervises, and coordinates the day-to-day activities of assigned functions in the Finance Department; works with staff to identify and resolve problems; oversees finance-related computer systems and Enterprise Resource Planning System;
- Participates in the selection and recommendation of department staff; trains, mentors, and coaches assigned employees; supervises, monitors, and evaluates the work of assigned staff; monitors employee performance objectives; prepares and presents employee performance reviews; initiates and participates in corrective actions; implements disciplinary procedures, as needed;
- Participates in and leads a variety of duties related to the finances and accounting functions of the City; participates in the preparation, implementation, and control of the City's annual operating and capital improvement budget; participates in the cost allocation plan; participates in developing the master fee schedule;
- Participates in and monitors City investment functions, including new investments, reinvestments, and withdrawal of funds to meet cash needs; produces and provides quarterly investment reports for the City Council;
- Oversees, directs, and participates in the year-end close of city books and annual audit; assists or directs staff to assist independent auditors with annual review; prepares and provides support documentation and answers questions; ensures timely completion of audits and issuance of the Annual Comprehensive Financial Report (ACFR);
- Develops, revises, implements, and administers goals, objectives, priorities, policies, and procedures for the Finance Department; may assist with the development, revision implementation, and administration of City-wide objectives, priorities, policies, and procedures.
- Participates in the fiscal management of the City's self-insurance programs such as workers' compensation and general liability; works directly with actuaries, human resources, and third-party administrators in the management of self-insurance programs;
- Provides effective customer service to City departments and the public; responds to public requests

for information; coordinates with and provides information and advice to City departments on financial systems, payroll, and general accounting processes and related policies and procedures;

- Participates in and/or directs special projects, as assigned; provides highly responsible and complex support to the Finance Director and/or City Manager;
- Attends and participates in City Council meetings; serves on city task forces relating to financial operations as assigned;
- Advises the Director and others on program implications of financial activity and prepares a variety of financial reports; maintains liaison with project staffs, and Federal and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity.
- Assists with proposal costing during labor negotiations.
- Serves as the Finance Director in the absence of the Finance Director, as assigned; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles, methods, and practices of governmental accounting and municipal finance administration; general accepted accounting principles (GAAP); municipal budgeting; principles of public administration, organization, and management; principles and procedures of financial auditing; data processing principles and applications related to accounting systems; principles and practices of effective employee supervision and management; laws, regulations, policies, and procedures related to the work; research and report presentation techniques, methods, and procedures; organization, policies and procedures of the Department and the City; modern office practices, procedures, methods, and equipment; effective communication techniques; manual and automated financial accounting and information systems and equipment.

Ability to: Effectively supervise and manage assigned functions of a municipal finance office; supervise, train, and evaluate assigned staff; read, interpret, apply, and explain laws, regulations, rules, and policies; communicate effectively, both orally and in writing; analyze accounting, fiscal, investment, and related reports, statements, and documents; establish and maintain effective working relationships with those contacted in the course of work; assist City departments in developing and maintaining fiscally sound internal systems; analyze accounting reports and statements; operate office machines and network systems.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Education equivalent to a Bachelor's degree in accounting, business administration, public administration, finance, or a closely related field.

Experience: At least five (5) years of professional accounting, finance, or related experience which includes at least three (3) years of experience in a supervisory or management position.

Licenses: Possession and maintenance of a Certified Public Accountant (CPA) license and a Certified Public Finance Officer (CPFO) certificate are highly desirable.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; utilize a computer and 10-key; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in

person and be clearly understood; safely lift and maneuver office supplies and equipment weighing up to 30 pounds; vision adequate to quickly and accurately review reports and correspondence, and dexterity and vision to operate computer equipment with a high degree of productivity.