

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF FINANCE (Job Code 20).

GENERAL STATEMENT OF JOB

This is highly responsible administrative work in the operation of fiscal matters, and in providing management, analysis and assistance to the Director of Finance and supervising the Finance Department. An employee in this class is responsible for assisting in the direction and supervision of City financial operations including all financial activities of the department. Responsibilities include accounts payable, accounts receivable, payroll, accounting, budgeting and financial reporting for all funds of the City, department management, investments and cash management. Duties involve assisting in the formulation of City financial policy and the development of financial systems. The incumbent exercises an extensive degree of originality, initiative, ingenuity, judgment and professional financial knowledge, assisting with the formulation of City financial policy and in providing the Director of Finance with reliable information for making long and short term policy decisions. Supervision is exercised over a variety of professional, technical, administrative, specialized and clerical employees with assigned responsibilities in various City financial operations. General direction is received from the Director of Finance who reviews work through conferences and analysis of activity reports primarily for attainment of departmental objectives.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Assists in the formulation and development of financial policy for the City; reviews existing policies and modifies, updates and revises as necessary; attends meetings and conferences with various City official; incorporates current authoritative guidelines into existing policy and in the establishment of new policy.

Assists in the development of financial systems; reviews and makes recommendations concerning computerized applications related to City financial activities; reviews the conceptual design and development of financial systems.

Directs and monitors the investment policies of all funds and makes investment policies decisions; continuously analyzes the investment portfolio of the City.

Interprets statutes, policies and directives to subordinate staff; assists in difficult areas involving accountability of funds collected, and banking deposit procedures; coordinates work flow with the Information Technology Department, and assists in the implementation of automated financial procedures.

Administers departmental personnel services, submits purchase requisitions, prepares annual budget requests, prepares comprehensive operating reports and conducts necessary correspondence.

Ensures that City accounting practices and reporting policies are in accordance with all applicable laws, standards and regulations; coordinates work with internal and external users of City financial information to ensure appropriate levels of reporting.

Represents the City in financial matters with other governmental entities in absence of Finance Director, or as assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Performs related work as required.

Performs emergency response duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in accounting, business administration, or closely-related field, supplemented by a minimum of six (6) years of increasingly responsible full-time experience in municipal governmental accounting, management, including at least one (1) full year in a supervisory capacity; and a minimum of two (2) years' experience in the preparation of a governmental agency's Comprehensive Annual Financial Report and a governmental agency's annual budget.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (10-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and understanding of the principles and practices of governmental administration in relation to accounting, purchasing, and financial reporting.

Knowledge and understanding of budgeting and municipal fiscal management.

Knowledge and understanding of the organization, functions and financial challenges of municipal government administration.

Knowledge and understanding of cash management, pension, investment, and modern banking relationships.

Knowledge of long range planning principles and administration, organization, and supervision.

Knowledge of long range planning principles and methods.

Skilled in both written and oral communications for effective expression of ideas and clarity in task assignment.

Ability to develop routine and non-routine comprehensive fiscal reports.

Ability to assess municipal programs and proposed policies in terms of their financial and administrative implications.

Ability to appraise market trends and terms in relation to municipal debt.

Ability to present findings effectively in complex, oral or written reports.

Ability to establish and maintain effective work relationships with other employees, city officials, debt rating agency personnel, investors, users of municipal financial reports, the investment banking community and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date