



CITY OF CHINO

Deputy Director of Finance

Definition:

Under administrative direction, assists in the preparation of the City budget; assists in the administration of City accounting and payroll functions; assists in the development of Department policies and procedures; assists in the development and administration of the Department budget; provides comprehensive financial analysis; acts in the absence of the Director; and does related work as assigned.

Class Characteristics:

The Deputy Director of Finance is responsible for assisting the Director of Finance in managing the functions of the Finance Department and supervising preparation of the City budget.

Essential Job Duties:

- Recommend and participate in the development of Department goals, objectives, and policies; assist in the development and administration of the Department budget.
- Prepare or direct the preparation of financial records and reports, including state-mandated accounting reports.
- Coordinate and participate in processes necessary to prepare the City budget; monitor budget requests and compile materials in preparation for Director of Finance evaluation and related review activities.
- Assist the Department Director in planning, directing, and coordinating finance activities and services; recommend procedures to conduct activities in accordance with related laws, ordinances, rules and regulations.
- Assist in the implementation of the fiscal management program of the City including budget monitoring, forecasting, collection and disbursement of revenues, accounting, financial reporting, and auditing.
- Select staff; plan, organize, and assign work; develop and establish work methods and standards; direct or conduct staff training and development; review and evaluate employee performance; execute disciplinary action.
- In conjunction with the City's independent auditors, prepare the City's Comprehensive Annual Financial Report.
- Advise, and otherwise provide assistance to the Department Director, the City Manager, other City personnel, and the public regarding finance related issues.
- As designated representative, or in the absence of the Department Director, attend or conduct meetings and lead or participate in discussions regarding division activities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, accounting, or a related field.
- Master's degree in a related field (desirable).

Experience:

- Three years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

Thorough knowledge of:

- Municipal accounting and finance administration principles, practices, and systems.
- Laws, regulations, and reporting requirements pertaining to municipal finance administration.
- Treasury management and investment programs available for municipal funds.
- Sources of revenue to fund municipal services.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Principles and practices of supervision.

Considerable knowledge of:

- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.
- Office management.
- Data processing systems/applications in a public agency.

Ability to:

- Plan, organize, and coordinate Department activities.
- Research, prepare, and present complex reports on a variety of subjects.
- Plan and enforce a balanced budget.
- Prepare professional accounting work.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop effective resolutions.

Deputy Director of Finance

- Establish and maintain effective relationships with the community at-large, the City Council, other City departments and public officials, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Select, train, supervise, and evaluate employees.
- Deal tactfully and courteously with internal and external customers.
- Interpret complex regulations, laws, and guidelines.
- Understand, explain, and apply policies and procedures.
- Represent the Department and/or City effectively in a variety of meetings.
- Develop new policies impacting Department operations and procedures.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/6/09

Replacing Deputy Director of Finance classification specification dated 10/11/06.

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