

City of Coalinga

155 W. Durian
Coalinga, CA 93210

Deputy Financial Services Manager

Pay Class: 37 Basic
FLSA Exempt

DEFINITION

~~Under general direction, of the Financial Services Director, provides support to the Financial Services Director; provides assistance in all areas within the Financial Services Department including, but not limited to, budget, accounting, audit, accounts payable, payroll, cash management, ERP system management; directs, supervises and performs complex duties in the areas of financial record keeping, budget, auditing, treasury, investment, and rate and fee studies, capital and debt management; creates and presents reports on financial and budgetary conditions; supervises and directs the work of staff performing difficult and complex technical and office support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work such as analyzing cost, revenue and relevant economic data, maintaining and improving the City's accounting system; providing support in the absence of the Financial Services Director, this position assumes full responsibility for department activities; and performs related work as required.~~ performs a variety of accounting duties; supervises technical and clerical accounting staff; interprets laws, regulations and established policies and procedures; reviews and recommends changes to improve accounting activities; prepares financial and other related reports; assists with the City's annual budget; assists with preparation and coordination of financial audits; assists in organizing the City's computer systems and operations; and performs other duties as assigned. This is a professional managerial accounting position, and the incumbent is responsible along with the Financial Services Director for the fiscal integrity of the City; and acts in place of the Financial Services Director during absences. Work is performed with considerable independence under guidelines established by law, ordinance or management; and is subject to periodic audits of the accuracy, propriety and legality of accounting procedures and transactions.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Management responsibility for activities of the City's budget, audit, and accounting operations; review and participate in the work of professional and technical employees to ensure that work is performed in accordance with City policies, governmental financial management practices of Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).
- Oversee the daily operations of the Financial Services Department; organizes, directs and evaluates the accounting activities; reviews and recommends policies and procedures for improvement.

- Supervises assigned staff, including but not limited to Accounts Payable, Utility Billing, Customer Service, Accounts Receivable, Business Licensing, Accounting, and Payroll; interprets applicable laws, codes, regulations, policies, accounting procedures, and established practices, and provides direction and decisions to ensure accurate, compliant, and efficient operations.
- Manage, oversee, and participate in the preparation of the City's operations and capital improvements budgets; provide staff support to department heads and City Manager in budget development; assist and review all budget documents for the City.
- ~~Supervises assigned staff that may include but is not limited to accounts payable, utility billing, customer service, accounts receivables, business licenses, and payroll; interprets laws, regulations, policies and established procedures for staff.~~
- Maintains the financial record keeping and reporting for the City, including bank reconciliations, general ledger entries, general ledger account reconciliations, debt service schedules and oversight of expenditures.
- Prepares monthly financial statements and analysis of financial operations.
- Assists with preparation and maintenance of the annual operating budget; analyzes budget performance and recommends amendments to the budget as deemed necessary.
- Directs the preparation of the City's annual financial reports which includes coordinating and overseeing the closing of the books monthly and annually, reconciling of all account and preparation of audit work papers.
- Coordinates with the ~~financial~~ auditors; provides information, assistance and explanation of the City's accounting system with audit trails.
- Reviews and approves various accounting documents, such as purchase orders, disbursement vouchers, budget amendment, Journal entries, bank reconciliations~~vacation and sick leave notices~~; reviews documents developed by other departments for possible impact on the City's accounting system.
- Compiles and maintains various financial reports as required by management, including but not limited to, such as State Controller's report, grant reports, revolving loan reports, and debt service~~ete~~.
- Assists in the development of various analytical and cost information; and preparation of information and special reports for projects and studies, such as utility rate review, financing major capital improvements and the establishment of various user fees.
- Recommends improvements of the City's financial ~~computerized~~ ERP system, especially in areas which are or can be automated and would result in substantial increase in the City's efficiency.
- Provides assistance and training to Department Heads and other staff on financial policies, procedures and use of financial systems and data.
- Performs other duties as may be assigned.

MINIMUM QUALIFICATION

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or other related field.

Experience: Five (5) years of progressively responsible experience in financial accounting, preferably in a municipal or closely related environment, including at least one (1) year experience in a supervisory position.

Licenses: Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien and pass a live scan through the Department of Justice.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: Principles of accounting, auditing and financial transactions; basic principles of governmental accounting and budget control; basic purchasing principles and practices; principles of supervision and training; data processing equipment and systems; personal computers and software application including but not limited to Word and Excel.

Skill and Ability to: Understand and apply laws, rules and regulations to specific accounting and financial transactions; analyze and interpret financial data and accounting records; maintain internal accounting and bookkeeping procedures; understand and apply audit requirements and procedures and inventory control procedures; effectively write reports and prepare financial statements; ~~supervise-lead~~ implementation of new and improved computerized accounting systems and procedures; recognize problems and recommend improvement in data processing integration and maximum usage of personnel and equipment; supervise and train clerical staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers and various software; work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies and the public; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of

physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print and personal computer monitors; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: _____
Sean Brewer, City Manager Date