

ASSISTANT DIRECTOR OF FINANCE – TREASURY DIVISION

DEFINITION

To plan and direct the activities of a staff performing the general accounting, budgetary control and treasury functions of the County; to perform highly responsible fiscal administrative work.

DISTINGUISHING CHARACTERISTICS

This single-position management classification is responsible for managing the Treasury Division of the Department of Finance. The Division includes the Treasurer, Tax Collector and Investment functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance; exercises functional and technical supervision over subordinate staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Recommends division goals and objectives; assists in the development and implementation of policies and procedures.

Plans, directs, reviews and supervises a variety of financial activities, including general accounting, claims and disbursements, debt services, payroll services, budget accounting, property inventory control and the treasury function.

Plans and directs the cash flow requirements for the investment program of liquid assets.

Manages the County's investment portfolio with the assistance of an investment advisor.

Supervises the disbursements and investment of all monies and securities, including tax revenues and funds from other governmental agencies.

Directs the preparation of revenue and expenditure summaries and budget worksheets.

Estimates and computes revenues and fund balances.

Controls code area changes and prepares assessed valuations for tax-raising agencies.

Consults with other departments regarding fiscal and cost accounting problems.

Assistant Director of Finance -Treasury
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08
Rev.- 07/01/11

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #11-7/5/11

Performs functions of Treasurer – Tax Collector in the absence of the Director of Finance.

Consults with and assists the Director of Finance in the planning, coordination and administration of assigned division and sections of the department.

Consults with other County departments and agencies on fiscal matters.

Consults with and assists subordinates and superiors regarding organizational, administrative, personnel and technical problems as they arise.

Interviews, selects, trains, assigns, supervises and evaluates subordinate staff; disciplines staff as necessary.

Interprets departmental and County policies and procedures to subordinates, other County departments and the general public.

Prepares or supervises the preparation of reports, special studies, research, memoranda, etc.

Represents the County in all treasury / tax collector meetings and functions.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Principles and practices of government budgeting.

Principles and practices of accounting, auditing, investment management and public finance.

Principles and application of data processing systems.

California tax code, tax collector manual and applicable state and federal regulations.

County Treasury functions.

Principles and methods of statistical analysis.

Modern office procedures, methods and technology.

English usage, spelling, grammar and punctuation.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Effectively plan, organize, staff, coordinate and direct a variety of financial activities.

Supervise, train and evaluate staff.

Analyze complex financial and accounting records and reports.

Prepare detailed financial reports.

Oversee County-wide accounting systems and operations.

Make sound, educated decisions and work independently with limited supervision.

Perform accounting and mathematical calculations with speed and accuracy; perform accurate statistical analyses.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of increasingly responsible experience in accounting, banking, investment management and/or taxation, including two years of administrative and supervisory responsibility.

Training:

Bachelor's degree from an accredited college or university with major course work in accounting, financial management, business administration or related field.

DESIRABLE QUALIFICATIONS:

Recent government administrative experience in the area of budget or financial analysis and control, insurance, banking or investment management is highly desirable but not required.

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Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	451