

ASSISTANT DIRECTOR OF FINANCE

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This single-position management classification is responsible for managing the Audit Division and the Treasury Division of the Department of Finance. The Division is responsible for the performance of audits of the financial programs of all County departments, special districts and trust funds.

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 for accounting methods, treasury management and internal controls

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

Manages all aspects of accounting in the Department of Finance.

Performs the most difficult and complex accounting tasks in the office, including preparing financial audits, reports and statements.

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.

Account Clerk I, II, III
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 07/01/11

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #11-7/5/11

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

Authorizes release of all accounts payable.

Participates in the preparation of budgets for each County department; coordinates budget information collection from all departments; supervises budget adjustments and transfers.

Prepares financial statements for each County department; ensures that all County financial statements meet generally accepted accounting principles.

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.

Participates in the preparation and administration of the division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Conducts audits of County department, including reviewing existing accounting procedures and internal control methods to ensure compatibility with accounting principles and applicable federal, state and local laws, rules and regulations.

Coordinates and prepares for outside County audit.

Receives and responds to inquiries from the public, County departments, special districts and outside agencies regarding accounting, budgeting and auditing policies and procedures.

Reviews a variety of accounting and data processing systems.

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

Represents the County in various 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.

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

County Treasury functions.

Advanced budgeting procedures and techniques.

Auditing procedures and techniques.

Advanced principles, theories and procedures of accounting and internal accounting control.

Basic mathematics principles.

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.

Plan, coordinate and conduct comprehensive financial audits.

Supervise, train and evaluate staff.

Analyze and verify complex financial and accounting records and reports.

Prepare detailed and complex financial statements and reports.

Prepare and administer a budget.

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 or financial auditing, or banking, investment management and/or taxation, including two years of administrative and supervisory responsibility.

Training (for all levels):

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

DESIRABLE QUALIFICATIONS:

Possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1 showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant is highly desirable.

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

Recent 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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Pay Table:	CNTY
Range:	463