

CITY OF SANTA ANA

JOB TITLE

Assistant Director of
Finance & Management Services (MM)

JOB CODE

01180

DEPARTMENT

Finance & Management Services Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director of
Finance and Management Services

JOB SUMMARY

Under general direction, provides highly responsible and complex administrative support to the Executive Director of Finance & Management Services in the direction and coordination of Finance Department accounting and other department related functions including Treasury, Information Services, Fleet, Purchasing, Building Maintenance and Budgeting.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assumes primary management responsibility for all services and activities relating to the Accounting Division. Plans, directs, and coordinates the work plan for division; assigns work and monitors workflow; evaluates work products, methods and procedures. Oversees the general, cost and budget accounting systems. Oversees the conversion and maintenance of the City's financial computer system. Directs audit processes and coordinates with external auditors and City staff. Interprets and applies legal and administrative concepts to various accounting functions; ensures conformance to generally accepted accounting standards. Coordinates citywide administration of grants and compliance with Federal Financial Assistance and related programs. Selects, supervises, and evaluates Finance & Management Services personnel; provides or coordinates staff training; works with staff to correct deficiencies and implements discipline processes when appropriate.

Assists the Executive Director in developing and implementing goals; monitoring and evaluating service delivery methods and procedures; and developing long-term business plans, business and revenue forecasts, and cash flow projection systems. Conducts and coordinates studies; recommends modifications to programs and procedures as appropriate. Coordinates the development of the City's annual budget. Provides technical assistance to other departments on accounting and budgetary matters; serves as Finance Agency liaison regarding personnel and employee relations matters. Serves as lead on all bond financing related issues. Prepares complex reports and makes presentations to City Council, City staff, credit agencies, investment companies and other financial institutions. Assumes responsibilities of the Executive Director in the incumbent's absence. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This single position classification reports to, and assists, the Executive Director in directing, managing, and coordinating the work of the Agency. The position takes a lead role in managing accounting functions and assists the Executive Director with administrative and supervisory matters across the Agency.

MINIMUM DESIREABLE QUALIFICATIONS

Five years of progressively responsible professional experience in accounting, financial analysis/reporting, budgeting, bond financing and cash management, preferably in local government, at least three years of which must have been in a supervisory or management capacity. Bachelors' degree in business or public administration, finance, accounting or related field or any equivalent combination of training and experience which provides the knowledge, skills, and abilities listed below.

Note: C.P.A is highly desirable, but not required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: principles and practices of municipal finance and governmental accounting and their application to a wide variety of financial transactions and issues; Generally Accepted Accounting Principles including Financial Accounting Standards.

Knowledge of: principles and practices of municipal accounting, auditing, budget preparation and administration; bond financing; pertinent computer systems and software applications for financial management; federal, state, and local laws and ordinances relating to municipal jurisdictions; theory and techniques of management analysis, organizational design, and operational practices including Total Quality Service concepts; principles and practices of administration, supervision, and personnel management.

Skill in: conducting financial and economic research and analysis; the use of a personal computer and business software applications such as Microsoft Word, Excel, Access, Outlook and financial system software.

Ability to: Mentor, guide and motivate professional and technical personnel; provide administrative and professional leadership and direction; develop and implement goals and objectives; analyze data and make sound recommendations; communicate effectively both orally and in writing; and establish and maintain positive yet effective working relationships with a variety of City and other officials and the general public.

Class title established per Council Resolution No. 2005-026,
effective 03-01-05