

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Assistant Director of Finance and Administration
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

This is an at-will Administrative Officer position, performing assistant director level work in the Finance and Administrative Services department. Directs and manages work related to the City's financial functions and day-to-day operations. Position oversees a team of associate, technical and professional employees. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises staff, including hiring, evaluating, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Directs the preparation of a wide variety of regular and special financial reports, including the preparation of the Comprehensive Annual Financial Report (CAFR), Popular Annual Financial Report (PAFR), Budget, and other federal/state reports
- Manages day to day operations and assists the director in planning, organizing, and directing programs and functional responsibilities of the department
- Serves as Director of Finance and Administrative Services in the absence of the Director
- Analyzes, develops, and documents policies and procedures as well as controls related to all finance operations in accordance with applicable federal, state and local laws, policies and procedures, internal controls, and generally accepted accounting principles (GAAP)
- Assesses the operations of the department and implements changes as necessary to improve the efficiency, effectiveness, and quality of services provided
- Coordinates the preparation and implementation of the City's operating and Capital Improvement budgets including strategic planning and performance measurement
- Maintains complete financial records and maintains and improves operational and financial processes within the department and the City
- Participates in the formulation of City-wide policies and procedures, short and long term goals and objectives, and related activities for the various departments

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- Monitors the performance of the outside contracts including but not limited to, auditing, actuarial, bill printing, banking services and meter reading
- Performs various analyses in the areas of policy analysis, program evaluation, financial analysis, financial forecasting, performance management, and cost analysis
- Reviews and approves journal entries, budget transfers and other transactions which are put into the financial accounting system
- Serves as technical lead regarding accounting and related software; analyzes problems, implements upgrades, answers questions, reviews system security, resolves issues with software vendors and the Information Technology Department, adapts to changing technologies, and learns functionality of new equipment and systems
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance or related discipline; supplemented by eight (8) or more years' progressively responsible experience in governmental financial management; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of general accepted accounting principles (GAAP)
- Advanced knowledge of governmental budgeting and accounting methods, principles, and practices, financial reporting, financial analysis, investment management, program administration, program evaluation, and project management
- Skill in Microsoft Office products (Word, Outlook, and Excel) and integrated financial systems
- Skill in providing good customer service
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date