

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 18, 2023 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION – ASSISTANT FINANCE DIRECTOR	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	WENDY LOWERY HUMAN RESOURCES DIRECTOR

SYNOPSIS

The Accountant position in the Finance Department has been restructured to reflect the needs of the organization and the result is a recommendation for the position to become an Assistant Finance Director.

FISCAL IMPACT

Funding is available in the FY23/FY24 budget.

RECOMMENDATION

Approval.

BACKGROUND

To build a sustainable Finance Department it has been determined that the position of Assistant Finance Director is essential in terms of succession planning, gaining stability, consistency and in making ongoing improvements. As such, rather than replacing the Accountant, a better solution for the City would be to restructure that position and create the Assistant Finance Director position. This position would be a paygrade 21 (\$74,208 - \$103,929) which is consistent with other municipalities in the area. The Accountant was a paygrade 19 (\$65,936 - \$92,358).

Some of the main functions of the Assistant Finance Director will include:

1. Deputy Treasurer
2. Prepare financial reports
3. Analyze financial information
4. Ensure appropriate accounting controls procedures
5. Reconcile general ledger accounts
6. Oversee the annual budget and audit preparations

A complete job description for this position has been included for review.

Pay Range: 21
Date: 04/18/2023
Exempt

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: ASSISTANT FINANCE DIRECTOR
POSITION REPORTS TO: Finance Director
POSITION SUPERVISES: TBD

DESCRIPTION:

Under the direction of the Finance Director is responsible for performing professional level accounting by applying generally accepted accounting principles and procedures to prepare accurate and timely financial reports, analyze financial information, ensure appropriate accounting control procedures, reconcile general ledger accounts, and oversee the annual budget and audit preparation.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Prepares internal and external financial reports and examines financial statements to ensure that they are accurate and comply with laws and regulations.
2. Takes an active role in the City's budget development process, including the following: preparing data for use by departments in developing budget submissions; providing assistance and guidance to departments; evaluating reasonableness of budget submissions; developing revenue, expenditure and reserve projections; tracking changes to budget plan; consolidating data and preparing reports and development of the State budget.
3. Inspects account books and accounting systems for efficiency and use of accepted accounting procedures.
4. Assess financial operations and makes best-practices recommendations to management.
5. Suggests ways to reduce costs, enhance revenues and improve reserve stability.
6. Manages the month-end close process to ensure all tasks are completed.
7. Maintains the fixed asset financial module and records.
8. Conducts internal audits of City's financial policies, procedures and internal controls.
9. Reconciles accounts to subsidiary ledgers and bank statements and resolves issues.
10. Prepares year-end trial balances and annual work papers to calculate cash, modified and full accrual trial balances.
11. Oversees the City's biennial budget and amendments.
12. Provides expertise and user support for the financial functions in the City's ERP (Enterprise Resource Program software).
13. Manages the City's Purchasing Card program.
14. Maintains the City's tax-exempt status, purchasing accounts and electronic payments with vendors.
15. Performs special projects at the request of management, to include research, analysis, and recommendations.
16. Performs other duties as assigned or as the situation dictates

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger motions and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited four-year college or university with a degree in Accounting, Finance, Business, Public Administration, Statistics or relevant field.

2. 5 years of diverse accounting/finance experience preferably in municipal finance activities. Experience in public sector finance is desirable but not required.
3. 2 years of experience directly managing accounting staff preferred.
4. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of GAAP (Generally Accepted Accounting Principles), GASB standards and guidance (Government Accounting Standards Board) and governmental auditing processes and procedures.
2. Ability to identify issues in documentation and reconciliations and suggest solutions.
3. Ability to listen carefully to facts and concerns from clients, manager and others. Must be able to discuss the results of their work in both meetings and written reports.
4. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, vendors and citizens.
5. Ability to pay attention to detail when compiling and examining documentation.
6. Ability to analyze, compare and interpret facts and figures and produce reliable calculations.
7. Working knowledge of Microsoft Office applications and ability to calculate, tabulate and communicate data with Word, PowerPoint, and financial software programs.
8. Advanced Excel experience including developing spreadsheets for analysis that include the use of advanced formulas, pivot tables, and graphs.
9. Strong organizational skills are required for work with a range of financial documents and internal and external clients.
10. Ability to apply common sense understanding in carrying out written and oral instructions.
11. Ability to work independently without direct supervision to prioritize work, meet deadlines and make decisions based on established policies and procedures.
12. Ability to maintain confidentiality.
13. Ability to work a varying schedule during budget and audit times while maintaining regular and dependable attendance on the job.
14. Ability to operate standard office equipment such as personal computer, postage meter, telephone, photocopier and fax machine.

CONTRIBUTIONS THIS POSITION MAKES TO THE CITY

This position provides highly responsible assistance to the Finance Director and contributes to the success of the City by working closely with the Finance Team on complex and strategic initiatives dealing with accounting processes, ERP system functionality, reconciliations, internal controls, financial reports, cash management, municipal budget support and auditing support.

DISCLAIMER:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Background check and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

(Signature)

(Date)