

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB017 Assistant Finance Director
POSITION #/TITLE: 2535 Assistant Finance Director	Adopted: 09-12
	Revised: 07-15

POSITION DESCRIPTION

Dept: Finance-Administrative Services	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 19
Reports To Position #/Job Code #/JC Title: 2406/NB354/Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard and Advanced Excel
Personal Protective Equipment: None	

General Statement of Duties

Manages and coordinates the preparation of the citywide Operating and Capital Improvement budgets, performs complex long and short range economic forecasts, analyzes and reports on the City's financial and budgetary conditions. In addition, will be responsible for creating financial documents related to budget and financial forecast models.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgement and initiative. The Assistant Finance Director classification is distinguished from other accounting positions due to a larger scope of financial duties and involvement with technical accounting systems. Supervision is exercised over the work of employees in the classification of Financial Analyst. May provide work direction to employees within the Finance Department. Serves as Finance Director in his/her absence, or represents Finance Director as assigned.

Examples of Essential Work (Illustrative Only)

Manages the preparation of the City Operations and Capital Improvement budgets; takes the lead role in compilation of budget information; analyzes and makes specific recommendations on budget request; participates in departmental budget meetings before the City Council, develops and conducts annual training on budget preparation for financial analyst staff and City departments;
Assists Finance Director in developing and maintaining financial forecast models;
Manages the financial reporting function with budgeting activities to include Performance Based Measurements;
Develops, monitors and revises revenue and expenditure forecast, reviews and analysis economic data as part of the City's fiscal position;
Manages and participates in management studies, and reports on organizational and administrative practices;
Establishes and monitors fiscal management control procedures;

Works directly with senior division managers on division program problem areas and recommends alternatives for problem resolution;

Writes management reports and sets up procedures for the same;

Oversees and coordinates department wide standard operating procedures to ensure all areas of Finance have systems in place to address the changing financial needs of the City and departments;

Maintains communications with all City departments to determine changing needs and problems, coordinates departmental activities and explains departmental policies and procedures;

Acts on the Finance Director's behalf by assignment or delegation in the Director's absence;

Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes and works cooperatively and jointly to provide quality seamless customer service;

Reviews and monitors Finance area charges for services to ensure revenue billed is covering expenditures of each area of operation;

Monitors and prepares reports on economic trends that affect the City;

Compiles materials and coordinates the preparation of reports and manuals;

Supervises City Financial Analyst staff; ensures continuity of work flow and completion of projects in an accurate and timely manner; instructs staff in work procedures and reviews and evaluates work performed

Makes recommendations regarding personnel selection; interprets policies to financial analyst staff;

Creates and coordinates cost of service models, rate modeling, and fiscal impact reports Citywide;

Reviews financial reports of financial analyst staff and provide written analysis of financial conditions;

Oversees and reviews and audits postings to the general ledger;

Makes accounting entries, reconcile general ledger accounts, and assistance with month-end close;

Collaborates with City managers to capture key performance metrics to drive City decisions;

Reviews financial transactions, including payroll, budget, accounts payable and receivable, purchasing and invoicing;

Assists with the implementation of automated accounting system;

Performs research and analysis of financial data, including compiling all necessary reports and maintaining related records;

Accesses various systems for financial transactions and database maintenance including training of financial analyst staff on how to use financial systems;

Develops financial procedures and designs financial formats to meet program needs;

Performs other analysis and projects as needed;

Develops City-wide standards for financial reports and budgeting;

Creates and implement City financial policies;

Conducts timely performance reviews and monitors performance and staffing needs;

Develops and delivers presentations and attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Through knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;

Thorough knowledge of State and Federal fund accounting, auditing and reporting requirements;

Thorough knowledge of computer and data processing technology as applied to financial, accounting and auditing utilizations;

Thorough knowledge of financial office procedures and practices;

Thorough knowledge of the practices, methods and laws relating to grant program compliance;

Thorough knowledge of the business arithmetic and statistical preparation used in compiling financial reports;

Ability to interpret complex financial reports and records and to analyze financial data and determine appropriate accounting methods for control and reporting purposes;
Ability to conduct long-range fiscal planning and budgeting;
Ability to manage, coordinate and evaluate the work of others;
Ability to communicate effectively and maintain working relationships with elected officials, State and Federal officials, other City employees and the public;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on accounting methods and all related financial reports and records
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or a closely related field; and
Considerable experience in governmental accounting; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

Required Special Qualifications
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None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;
Sufficient manual dexterity which permits the employee to operate a keyboard and to make handwritten notations;
Sufficient personal mobility which permits the employee to attend and observe the work in other offices and field work locations.