

CITY OF SIMI VALLEY

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (FISCAL SERVICES)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the Fiscal Services division within the Administrative Services department; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Administrative Services Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Fiscal Services division including accounting and reporting the City's financial transactions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for fiscal services staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Manage the City's fiscal functions including accounts payable, accounts receivable, general ledger, grants, payroll, bank accounts, and audits; negotiate draft and edit/implement auditor's findings.
6. Provide oversight to process leads for the City's Enterprise Resources Program modules located in the Fiscal Services Division; oversee staff responsible for accounts payable, accounts receivable, travel management, asset management, internal orders and payroll.
7. Assume management responsibility for all compliance reporting including State Controller's reports, grant compliance reporting, payroll taxes, and sales tax.
8. Select, train, motivate and evaluate fiscal services personnel; provide or coordinate staff training; facilitate teambuilding; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
10. Oversee the compilation, production and audit of the City's Comprehensive Annual Financial Report (CAFR).
11. Serve as the liaison for the Fiscal Services division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues; coordinate annual financial audits and implement recommendations.
12. Serve as staff on a variety of boards, commissions and committees as necessary; prepare and present staff reports and other necessary correspondence.

13. Provide responsible staff assistance to the Administrative Services Director.
14. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fiscal services programs, policies and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance; implement GASB pronouncements.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of a fiscal services program.
Principles and practices of finance and accounting.
Principles and practices of program development and administration.
Methods and techniques of time management.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Characteristics of large computerized financial systems.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of the fiscal services program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Formulate and implement long range strategic plans.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.

Experience:

Five years of increasingly responsible fiscal services experience including two years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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