



Title: Deputy Director (Finance)

Pay Grade: Exempt Classification Grade 24

Department: Finance

Reports To: Finance Director

Purpose of Position

The deputy director of finance is a fiduciary position that reports to the director of finance. It is a professional, managerial position that has considerable interface with all city departments and community leaders and acts in place of the director, ensuring all aspects of the city's financial operations are properly fulfilled.

Supervision Received

Work is performed under administrative direction from the director.

Supervisory Responsibilities

The deputy director acts in place of the department director and regularly supervises a group of employees performing a variety of financial functions such as budgeting, accounting, financial reporting, procurement, payroll/benefits, investments, revenue sharing, grant/loan administration and performance management.

Essential Functions

The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all-inclusive; other duties or responsibilities may be required and assigned.

Assists the director in performing fiduciary, strategic financial policy formulation and implementation, financial analysis, writing reports, budget preparation, purchasing, payroll, accounting, MIS, financial reporting, income tax administration, and revenue forecasting including complex economic development agreements and communication of same to the city manager and the city's economic development partners.

Assists the director in designing, developing and installing budget control systems for the city; provides analysis, preparation and recommendations for long and short-range budgets and policies for submission to the city manager.

Coordinates, manages and supervises personnel and consultants engaged in a variety of financial operations to create a positive customer service oriented work culture.

May participate on the management negotiating team for labor contracts.

Communicates the city's fiscal activity to rating agencies, financial institutions, city council, the media and other public entities.

Assists in the development of an annual and five year budget with long and short term capital improvement projects.

In consultation with the director, develops and ensures customer service and operational standards are maintained at a high level; identifies, monitors, and evaluates opportunities for improving customer service delivery methods and procedures.

Represents the city at various meetings and functions such as City Council and other boards and commissions.

Evaluates public bid packages for completion and accuracy and offers recommendations to city manager.

Manages selection of project consultants as well as related contracts and payment requests.

Reviews, evaluates and implements grant agreements to confirm utilization of funding sources and coordinates grant reimbursement requests.

Manages employees, including: evaluating employee performance, assigning work, approving leave, assists in the selection process and recommends candidates for hire, recommending and implementing corrective action when necessary, job coaching, etc.

Assists with the development of the department's annual budget.

Coordinates the preparation and audit of the city's Comprehensive Annual Financial Report (CAFR).

Other duties as assigned.

Qualifications

This unclassified position, at a minimum, will require a Bachelor's Degree with major coursework related to the duties of the position; a Master's Degree and/or certification as a Certified Public Accountant (CPA) is preferred. Suitable majors include public finance and budgeting, accounting, public administration, or similar major coursework. The incumbent must also have at least five (5) years of progressively responsible experience in management and supervision of staff engaged in financial operations; or, the equivalent education and experience that would provide the necessary knowledge, skills and abilities required of the position. Must maintain a valid Ohio driver's license and insurability under the city's insurance policy.

The deputy director is a creative problem solver with a proven commitment to excellent customer service, exhibiting honesty, candor, and the highest ethical standards in a respectful manner as part of a team-oriented approach that builds internal and external trust. The deputy director leads by example as a representative of the entire city organization and actively seeks out opportunities to develop relationships throughout the organization and the community. Patience and skillfulness in explaining complicated concepts to all facets of the community are key qualities. Effective public presentation skills, both orally and in writing, are a must. The deputy director recognizes and nurtures individual talents that enhance job satisfaction in a high performing department environment and possesses a keen ability to motivate staff while simultaneously exhibiting the strong leadership necessary to effectively challenge the department to achieve even greater levels of success.

Knowledge, Skills and Abilities

- Ability to prepare comprehensive financial reports with accuracy and timeliness
- Ability to establish and develop positive working relationships with community stakeholders, council, city staff, and outside organizations in order to support a high level of organizational performance
- Ability to accurately respond to questions in a prompt, thorough, understandable and effective manner, both orally and in writing
- Ability to analyze financial data and forecast economic outcomes

- Ability to provide alternative financial recommendations and implement financial decisions
- Ability and willingness to bring vision and creativity concerning methods for the city to improve its financial and administrative systems and processes
- Innovative and creative in determining new revenue sources to deal with funding constraints in a municipal government organization
- Ability and interest in delivering quality services in an economical and efficient manner and in developing and maintaining excellent relations with the city council and city staff
- Ability to quickly learn, understand, and administer municipal economic development incentive programs, monitor them and report effectiveness of programs
- Ability to develop and standardize procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities
- Ability to assess and monitor workload, operational processes, and internal reporting relationships
- Ability to receive, investigate, and respond to problems and complaints in a professional manner and take necessary corrective action
- Ability to have regular and predictable attendance
- Ability to operate a city vehicle
- Ability to accurately observe situations
- Ability to effectively train and manage personnel in the finance department
- Knowledge of city operations, principals, practices and policies and procedures related to department work
- Knowledge of supervisory policies, disciplinary procedures, scheduling, department directives, procedures and regulations
- Ability to handle confidential material in strict confidence
- Skilled in composing correspondence using proper grammar and punctuation
- Ability to work irregular hours (evenings, weekends, holidays) when necessary
- Ability to operate in the absence of clear expectations, precedence, or procedures
- Ability to use independent judgment, common sense, and principals of influence and rational systems in the performance of tasks
- Ability to behave in a friendly, understanding, helpful and professional manner with co-workers, city staff, supervisors and the general public
- Ability to guide city staff through budget process
- Skill in patiently communicating with internal and external stakeholders, explaining highly complicated or technical systems to general audiences in order to educate or provide information to the public

Summary

This position requires a quality, sound financial background with knowledge, skills and abilities in each of the functional areas, with particular emphasis on integrated strategic planning, municipal finance, budgeting and revenue forecasting. The deputy director of finance will demonstrate creative thinking to solve problems, while being committed to great customer service and best practices in finance. The position will display a positive, collaborative leadership approach. This innovative leader will have excellent presentation skills along with a track record of building strong, positive relationships and partnerships with business and developmental interests, financial service institutions, and rating and regulatory agencies.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of

race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

Created: August 12, 2020