ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Director, Finance
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist in planning, directing, and overseeing the day-to-day activities and staff involved in financial accounting, reporting, and other financial operations, and to provide professional level strategic financial advice and consultation to City management and officials.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; determines discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring decisions; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Directs the activities of personnel through subordinate supervisors: prioritizes and assigns work activities in order to meet department objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Chief Financial Officer, City

Manager, Mayor, and City Council as requested.

Develops and implements long- and short-term plans, goals, and objectives for areas of assignment: researches, assesses and develops strategies to meet current and future issues and concerns regarding City financial operations; and identifies and recommends needed changes, modifications and/or enhancements.

Develops, updates, and implements policies and procedures for areas of assignment: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates and revises policies and procedures as required.

Assists with developing, defending, and implementing department budget: recommends budget allocations for staffing, equipment, and capital improvements; monitors expenditures to ensure compliance with approved budget; and maintains related documentation.

Ensures financial operations and activities in area of assignment comply with local, state, and federal rules, regulations, laws, ordinances, and accepted accounting principles and standards: interprets, explains, and applies rules, regulations, laws, ordinance, and accepted accounting principles and standards; oversees and directs the preparation and submission of all mandated and regulatory reports to local, state, and federal agencies; prepares, reviews, and/or analyzes a variety of financial documents; makes applicable calculations; prepares or generates reports; and maintains related records.

Prepares, analyzes, distributes, and presents staff financial reports and executive summaries: conducts research, fee studies, utilization reviews, process improvement studies, operations audits, etc.; analyzes data; and makes recommendations to assist City administrators and elected officials in making financial and operational decisions.

Coordinates and participates in projects and activities across divisions and departments: participates in various work groups; identifies priority projects; develops and implements project plans; coordinates human and financial resources; identifies problems, issues, and concerns; and recommends solutions.

Assists in administering financial software: manages implementation and maintenance of financial software applications and systems; evaluates current system technologies for efficient delivery of accounting, budgeting, payroll, and related financial operations; and provides technical expertise and advice and project management regarding new systems, upgrades, and current system functionality.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to financial strategy, management, and oversight; monitors local, state, and federal regulatory and legislative developments and changes impacting financing activities; reads professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, vendors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, contracts, partnerships, agreements, memoranda of understanding, staff reports, memos, presentations, timesheets, requisitions, procurement card charges, invoices, budget requests, policies, procedures, training materials, project plans, work plans, business plans, operational plans, analysis, strategic plans, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet,

database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Business Administration or a related field required; supplemented by five years of experience in financial reporting and accounting in a government setting, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain one of the following certifications or licensures: Certified Public Accountant (CPA) and/or Certified Government Finance Officer (CGFO).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.