

CITY OF FONTANA DEPUTY FINANCE OFFICER

DEFINITION: Under the general direction of the Chief Financial Officer, plans, organizes, and supervises various assigned activities of the Finance Department including budget, payroll, general accounting operations, and treasury functions; and provides highly complex staff assistance to the Chief Financial Officer. This position exercises direct supervision over assigned professional, technical, and clerical staff. This position acts as department director in absence of the Chief Financial Officer.

DISTINGUISHING CHARACTERISTICS: The Deputy Finance Officer has the day-to-day responsibility for managing, directing and organizing assigned functions and activities of the Finance Division of the Management Services Department. Areas of responsibility may include but are not limited to managing Budget, Payroll, Accounts Payable, Revenue, General Ledger and Special District Accounting, the City of Fontana Investment Portfolio, and Accounts Receivable. This position also participates in the development and implementation of various financial policies and procedures. The Deputy Finance Officer will also ensure that work carried out in the Finance Department is aligned with applicable best practices.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Review, recommend, and participate in the development and implementation of departmental goals, objectives, priorities, and policies and procedures.
- Manage, direct, and organize the functions and activities of the City's general accounting operations.
- Prepare and analyze technical and complex reports, statements, and correspondence.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and staffing levels.
- Supervise and assist in financial planning activities as related to investment analysis, sources and uses of funds, risk management, accounting, purchasing, debt administration, and extensive budget planning and forecasting.
- Oversee the annual update of the City's fees & charges study and the internal cost allocation plan.
- Supervise and participate in the preparation of a variety of financial statements and reports, including the City's budget, capital improvement program, and comprehensive annual financial report utilizing the Government Finance Officers Association Awards standards.
- Supervise, train, and evaluate Department personnel and provide technical guidance and/or direction to subordinate staff, including the various Division Managers within the Department.
- Prepare, present, and approve Department, City Council and Committee reports and presentations as required.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products methods and procedures.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when working with the phone.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would prove the required knowledge is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting and administration.
- Principles and practices of supervision, training and personnel management.
- Pertinent Federal, State and local laws, codes and regulations.
- Advanced methods, practices and procedures of investment management.
- Modern office procedures, methods and computer applications.

Experience: Five (5) years of increasingly responsible experience in professional governmental accounting including budget management, debt administration, and finance; including two years' experience in a management or supervisory capacity.

Education: A Bachelor's degree from an accredited college or university with major coursework in accounting or a closely related field. A Master's degree in Public Administration, Business, Finance, or Accounting and/or designation as a Certified Public Accountant is highly desirable.

License/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.