

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Director Finance/Treasurer

Department: Finance

Pay Grade: 517

FLSA Status: Exempt

Job Code: F306

JOB SUMMARY

The purpose of this classification is to plan and direct, a number of professional, paraprofessional and clerical personnel involved in diverse finance-related responsibilities. Work involves considerable initiative with wide latitude for independent judgment and is expected to resolve problems of a professional and technical nature. Incumbent will serve as the City Treasurer and oversee major functional areas as Debt Management and Treasury.

ESSENTIAL JOB FUNCTIONS

- Assist in oversight and direction of the Finance Department work tasks and projects, evaluates and analyzes issues, recommends and implements solutions.
- Carries out the management of the department and attends all necessary meetings and functions, in the absence of the Director of Finance.
- Manages the investment portfolio for city funds and provide current status, activity and performance reports to Council. Funds will be invested in accordance with the investment policy based upon sound financial practices, provide protection and custody of funds, securities and financial instruments.
- Advises management on investments and loans for short and long range financial plans.
- Develops policy for debt management and maintains the debt service ensuring timely principle and interest payments.
- Develops policy and procedures for account collections and extensions of credit to customers to include liens and other methods of collection for delinquent accounts.
- Maintains banking relationships, including responsibility for banking services request for proposals.
- Maintains relationships with the financial advisors and related request for proposals, bond counsel and the underwriters,

- Oversees the receipt and recording for all billings including utilities, taxes, and miscellaneous such as false alarms, safe light cameras and others.
- Oversees all cash disbursements including transfers of funds and wire transfers.
- Oversees all training for cash handling, identity theft and other related training.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Assists in managing the department's financial resources; directing the development and administration of the department budget; and forecasting future department resource needs.
- Assists and oversees in the preparation of the Comprehensive Annual Financial Report (CAFR) and the Annual Financial Audit.
- Responds to questions and requests for information from employees, managers, and the general public; explains and interprets finance policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.
- Operates computers and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation, database or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in finance, accounting, or closely related field required, Master's degree preferred; supplemented by five (5) years of progressively responsible experience managing governmental accounting and finance programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Certification as a Certified Government Finance Manager (CGFM) preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, County, State and Federal ordinances, laws, regulations and administrative policies governing municipal financial management programs; principles and practices of accounting, budgeting, and purchasing in government; and financial management software applications, systems and reporting programs.
- Ability to formulate long-range fiscal plans and to develop, plan, direct and evaluate comprehensive financial management programs.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- 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.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, 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 work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.