MIAMIBEACH

ASSISTANT DIRECTOR - FINANCE

Job Code: 1102
EEO Class Code: Official / Administrator
Union Status: Unclassified
FLSA Code: Exempt
Salary Grade: o020

NATURE OF WORK

This is highly responsible management and complex professional administrative work directing and controlling the daily activities of the City's Finance Department and monitoring and analyzing the City's financial condition to provide information to analyze, guide and assist in the decision making process of senior management.

The employee in this classifications responsible for overseeing the daily operation of the Department's Accounting Division which include the sections of Accounting, Payroll, Accounts Payable and Cash Management. Emphasis of the work is in the analysis of current operating performance and financial trends to monitor the City's current status and direction. Other responsibilities of the position include overseeing the activities of the areas of Risk Management, Pension and Debt Management with specific responsibilities in the areas of cash and debt management.

Supervision is exercised through various levels of subordinates over a variety of technical professional, administrative, specialized, and clerical employees with assigned responsibilities in various departmental operations. General supervision is received from the Finance Director who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations, and for the quality of service provided to other departments and the general public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Monitors and manages daily cash; invests City funds
- Manages City debt service
- Oversees monthly closing and preparation of financial reports
- Plans and coordinates annual audits
- Prepares external audit schedules
- Prepares City's Comprehensive Annual Financial Report
- Posts Redevelopment Agency transactions and prepares financial reports including the Comprehensive Annual Financial Report
- Prepares monthly TCCEA report
- Reviews Convention Center Complex financial reports; prepares monthly billing and monthly non-operating report; participates in meetings with the operating contractor's staff
- Prepares and/or reviews annual reports to include the reports on public depositories, the "State Report"
- Prepares monthly and quarterly Fuel Tax returns
- Prepares and reviews the Department's annual operating budget
- Participates in ongoing projects such as centralization of receivables and searches for new software
- Prepares financial analyses and schedules at the request of the Director or City management
- Creates monthly journal entries and reconciles bank statements
- Performs related tasks and administers related projects as required

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge or current theories, literature, resources, methodologies and pronouncements in the fields of accounting and operational analysis
- Extensive knowledge in the administration of Pension Funds.

- Thorough knowledge of the principles and practices of public and business administration, and management by objectives.
- Thorough knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting
- Thorough knowledge of supervisory principles and practices
- Ability to balance demand with limited resources in providing effective, efficient, and economical accounting, paying, billing and collection services to City departments
- Ability to supervise, plan, direct and coordinate the work of professional and clerical employees in the implementation of internal controls and operational policies and procedures
- Ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental operations
- Ability to disseminate effective advice regarding the identification of potential problem areas and the formulation, implementation, and attainment of organizational and departmental goals and objectives in a manner which maximizes efficiency and effective utilization of resources
- Ability to establish and maintain effective working relationships with City officials, other employees, professional groups, vendors, and the general public
- Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups
- Ability to plan, organize, and supervise, through various levels of subordinates, the work of all departmental employees in a manner conducive to full performance and high morale

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's decree in accounting or, with 30 hours in accounting, economics or finance
- A Master's degree in business and/or CPA, CA, CA preferred
- Considerable experience in governmental financial management in a supervisory capacity is required
- Experience can substitute for education on a year for year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

- General and specific assignments are received from the Finance Director
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment
- General direction is received from the Director for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations