

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F306
FLSA:	E
WC:	8810
PG:	516
EEO:	1

CLASSIFICATION TITLE: DEPUTY DIRECTOR OF FINANCE/TREASURER

PURPOSE OF CLASSIFICATION

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, Work is performed under the general direction of the Director of Finance.

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.

In the absence of the Director of Finance, will carry out the management of the department and attend all necessary meetings and functions.

Actively 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 camera 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.

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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, or closely related field required, Master's degree preferred; supplemented by five to seven (5 – 7) 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. Certification as a Certified Government Finance Manager (CGFM) preferred..

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough 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. Must be able to formulate long-range fiscal plans and to develop, plan, direct and evaluate comprehensive financial management programs.

Data Utilization: Requires the 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.

Human Interaction: Requires the 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.

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 involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the 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.

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 work station.

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 Roswell 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.