

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CHIEF FINANCIAL OFFICER ~~DATE: MAY 20, 2019~~

PERSONNEL COMMISSION APPROVAL: OCTOBER 21, 2020 (Revised)

COUNCIL APPROVAL: MAY 20, 2019

JOB CODE:	0900
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	NON-ASSOCIATED/NON-CLASSIFIED
FLSA STATUS:	EXEMPT
EEOC CODE:	OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under general direction, assists with the overall management in providing oversight and direction of several divisions within the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Chief Financial Officer

Supervises: Managerial, supervisory, professional, and administrative support staff

DISTINGUISHING CHARACTERISTICS

The Assistant Chief Financial Officer is designated as “at-will” and is excluded from the competitive service of the City and the City’s Classification Plan. The incumbent serves at the pleasure of the appointing authority and subject to discharge without cause and without right of appeal.

Assistant Chief Financial Officer differs from the Chief Financial Officer in that the Assistant Chief Financial Officer assists with the overall management of the department while the Chief Financial Officer is responsible for the overall administration of the department as well as planning, organizing and directing all City financial services.

Assistant Chief Financial Officer differs from Finance Manager in that the Assistant Chief Financial Officer oversees the operations of various department functions while the Finance Manager manages the operations of a specific division within the department.

EXAMPLES OF ESSENTIAL DUTIES

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- Assists the Chief Financial Officer in managing and directing the activities and operations of the Finance Department;
- Plans, organizes and directs the activities of the accounting and treasury divisions; develops and implements work plans, assigns work activities
- Assists in developing and implementing department goals, objectives, processes and procedures
- Manages all aspects of treasury management activities; evaluates the performance of external investment advisors, bank relationships, trustees and custodians; develops performance standards and negotiates contracts and service agreements
- Evaluates portfolio safety, risks, liquidity and risk-adjusted yield performance; analyzes the City's cash position and investment portfolio
- Monitors portfolio credit events and overall compliance with investment policy and applicable federal, state and local laws, codes and regulations; coordinates and monitors the preparation of monthly treasury report, review and update the City's Investment Policy annual; prepares an investment performance report
- Performs financial planning and analysis associated with capital replacement plans, including debt capacity analysis, bond issuance and posts issuance compliance of bonded debt
- Conducts cost/benefit analyses
- Oversees and directs the reconciliation of City bank accounts to the general ledger; oversees the administration of cash disbursements for the City; expedites the collection of miscellaneous receivables
- Coordinates the annual City-wide indirect cost allocation plan
- Prepares or directs the preparation of actuarial reports; directs and/or prepares deficit funding plans and annual credit and disposition reports
- Assigns, participates or assists with the review and audit of the City's financial transactions; assigns and reviews post audits of City accounts and tax increment records
- Provides administrative support to the Chief Financial Officer; assists with special projects as assigned, prepares complex reports for various State and Federal agencies
- Coordinates and assists with the generation of reports and presentations for the Finance Committee and City Council
- Supervises and evaluates the work performance of assigned personnel; provides staff training; counsels and administers discipline
- Reviews and reports on existing and proposed legislation related to financial matters
- Attends leadership, management, and financial training to stay abreast of industry best practices
- Works various hours, including nights and weekends as deemed necessary to conform with changing priorities and meet deadlines

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- Reports to work as scheduled, maintains a satisfactory attendance record
- Performs other related work as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles of accounting and auditing in accordance with the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB)
- Principles and practices of municipal finance administration
- Ordinances, resolutions and laws affecting municipal financial operations
- Methods of techniques of cost accounting, fund and governmental accounting, internal controls and auditing
- Principles of municipal debt financing
- Legislation related to public agency finance, including grant accounting and bond issuances
- Principles and practices of municipal budgeting, research and analysis methods
- Principles and practices of effective employee supervision; including selection, training, mentoring, work evaluation and discipline
- Enterprise Resource Planning (ERP) systems
- Principles and practices of cash collection and cash management
- Principles and practices of public administration research, analysis, report preparation and presentation
- Principles and practices of performance measurement
- Principles of strategic planning

Ability to:

- Provide management leadership
- Manage, supervise, train and evaluate assigned employees.
- Develop, implement and administer goals, objectives and procedures for providing effective financial services
- Maintain the confidence and cooperation of a variety of public officials, employees,

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and the public

- Prepare and administer large and complex budgets
- Allocate limited resources in a cost effective manner
- Develop and utilize an information technology system for processing City financial records including general ledger, revenue and expenditure ledgers and other pertinent City data, information and statistics
- Collect relevant information, evaluate realistic options and responses, and implement appropriate courses of action
- Research, analyze and evaluate new service delivery methods, procedures and techniques
- Prepare clear and concise reports
- Interpret and apply Federal, State and local policies, procedures, laws and regulations related to the financial administration of public agencies
- Interpret financial statements and cost accounting reports
- Administer contracts and ensure compliance with contract provisions
- Communicate effectively, tactfully, and positively, both orally and in writing
- Establish effective working relationships with those contacted in the course of work

Education: A Bachelor's~~Master's~~ degree from an accredited college or university in accounting, finance, business or public administration, or other closely related field. A Master's degree preferred.

Experience: Six (6) years increasingly responsible professional-level financial experience including four (4) years as a supervisor or manager of professional-level personnel. Current or recent experience working for a California municipality is preferred.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment. A valid Certified Public Accountant credential is highly desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-15 pounds).

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 5/20/19

Rev. 04/2020 pa