

ASSISTANT DIRECTOR OF FINANCE**SUMMARY:**

Under general direction, manages the financial operations of the City for treasury management, accounting and financial reporting, budget, and debt administration; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order)*

1. Develops, revises, implements and administers citywide departmental financial controls.
2. Plans, assigns, directs, reviews and evaluates work of Cash Management Division, Budget Division, and Accounting Division. .
3. Reviews, researches, modifies, proposes changes or recommends adoption of legal documents, grant agreements, collective bargaining agreements, etc.
4. Provides guidance to cash management and accounting staff, and high-level supervision of annual financial statement preparation.
5. Oversees banking relations, investments and cash management operations.
6. Assists department directors with fiscal issues.
7. Works with external consultants, auditors, counsel and attorneys related to City financial issues.
8. Analyses financial reports, prepares fiscal analysis and reports, or completes special projects as assigned or requested by Finance Director or the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state laws, statutes, rules, regulations, and ordinances related to municipal financial budgeting, management and accounting.
- Knowledge of treasury management systems and processes.
- Knowledge of accounting, budgeting, auditing and procurement methods, policies and procedures.
- Knowledge of computer hardware, software and peripherals related to accounting and financial management.
- Knowledge of management and administration policies and procedures.
- Knowledge of customer service and public relations methods, policies and practices.
- Skill in utilizing computer data and additional information in the assessment and analysis of financial reports and legal documents.
- Skill in utilizing effective written and verbal communication in the development and presentation of reports, audits, budget, strategic plans, to a wide variety of audiences.
- Skill in delegating, assigning, reviewing and evaluating work.
- Skill in prioritizing and handling multiple projects simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment testing, random drug testing for certain employees, and other criteria.

ASSISTANT DIRECTOR OF FINANCE

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited college or a university with a major in Finance, Business Administration, Accounting, or related field, and six (6) years treasury, accounting, auditing or finance experience including three (3) years of state and local government financial administration, or any combination of training and experience. Three (3) years of high level supervisory experience, required. Experience in state or local government auditing may be substituted for local government financial administration. Certification as a Certified Treasury Professional, Certified Public Accountant or a Certified Government Finance Officer is required.

A valid State of Florida driver's license is required. A driver's license from another state (equivalent to State of Florida Class E) may be utilized upon application with ability to obtain the State of Florida driver's license within thirty (30) days from date of employment