

## **CITY OF BURBANK**

### **ASSISTANT FINANCIAL SERVICES DIRECTOR**

#### **DEFINITION**

Under general direction, to plan, organize, review, and manage employees within the Financial Services Department; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans, organizes, and directs all activities within the Financial Services Department, including accounting, accounts payable and receivable, budgeting, payroll, and purchasing; serves as the department head in the absence of the Financial Services Director; conducts, coordinates, and supervises a variety of financial programs, services, and records; assists in the development and implementation of financial goals, objectives, policies, and procedures; leads long-range financial planning; identifies and implements process improvements; measures accomplishments against stated objectives; researches, develops, and prepares studies, reports, correspondence, and technical materials in accordance with City policies, legal requirements, and generally accepted accounting principles (GAAP), including those required for compliance with state and federal grants; analyzes and modifies accounting functions, systems, and forms; analyzes existing and proposed ordinances, statutes, resolutions, legislation, and other documents for impact on departmental operations; develops plans to meet future departmental needs; administers bonds; estimates revenues and probable tax yields; establishes and maintains system controls; maintains records of municipal properties; coordinates or supervises the coordination of internal/external audits; reviews literature to keep current on professional data and information; prepares and administers the Department and City budgets; selects, trains, supervises, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers and disciplinary action as needed, up to and including termination; resolves employee relation matters; assists and advises the Financial Services Director, City employees, and the public; coordinates activities with department managers; may drive on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - principles, procedures, and techniques of municipal and utility accounting, auditing, and controls; principles and practices of budgeting, financial administration and reporting; principles of municipal assessment and taxation; revenue forecasting; bond administration; current legislation regulating public finances; the use of present and emerging automated services and technologies; principles and practices of sound personnel management and supervision; statistics and mathematical operations; spelling, grammar, and punctuation.
- Skill in - organizing, directing, and supervising a City Department; the use of computers; making independent judgements and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion;

training staff in assigned duties; operating modern computers and specialized finance related systems, and related software; public speaking and professional writing; fostering a teamwork environment.

- Ability to - analyze, comprehend, and apply departmental and City policies, rules, and regulations to resolve financial and administrative problems; develop, revise, and maintain accounting systems and procedures; prepare, implement, and manage long range financial programs; administer activities within established policy; make accurate revenue estimates; conceptualize financial needs and processes; follow instructions and directions; communicate effectively, both orally and in writing; write clear and accurate reports; make public presentations; act as a resource for accounting expertise; establish and maintain effective working relationships with supervisors, fellow employees, the public and outside agencies; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a bachelor's degree in accounting, business administration, or a related field. Five (5) years of recent experience in financial work, including at least two (2) years in a supervisory capacity.

## **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

**Desirable Qualifications:** CPA and/or a master's degree in a related field.