

Agency Report of:
New Positions

A Public Document

1. Agency Name (Also include, Division, Department, or Region (if applicable))		☐ Amendment
Agency Contact		Date of Original Filing: _____ (month, day, year)
Phone Number	Email	

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR Disclosure Requirement	Assuming/Start Date (Optional)
			Start ____/____/____ m d yr
			Start ____/____/____ m d yr
			Start ____/____/____ m d yr
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			Start ____/____/____ m d yr
			Start ____/____/____ m d yr

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Signature	Name	Title	(month, day, year)
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Comment: (Use this space or an attachment for any additional information.)

Position/Job Summary

Assistant Director of Finance

Essential Job Specific Duties:

Provide highly responsible and complex administrative support to the Director of Finance and Administrative Services in the areas of finance, accounting, budgeting treasury, and debt administration.

Assists in the development and implementation of departmental goals, objectives, policies, and priorities.

Directly supervises department staff and may act as Department Director in the absence of the Director of Finance and Administrative Services.

Ensues compliance with legal record keeping requirements according to accepted accounting procedures; ensures that accounts receivable, accounts payable and payroll transactions are verified, processed and recorded.

Performs and oversees analysis and assists in the preparation of financial reports including the Comprehensive Annual Financial Report (CAFR), City/CC Budgets and special reports in compliance with federal, state and local laws, rules and regulations.

Takes a lead role in managing Finance and Administrative functions in the core areas of payroll, accounts payable, accounts receivable, preparation of City budget, financial statements, and the analysis and reconciliation of bank and ledger accounts;

Other Job Specific Duties

Ensures Compliance with generally accepted accounting principles; Assists in managing the City's water utility billing and financial systems; Conducts internal audits of sub-account systems, and interfaces with independent auditors

Assists in managing the development and modification of computerized accounting systems; Ensures fulfilling of state and federal financial reporting requirements;

Assists in managing the City's treasury and investments; Assists in the forecast of additional funds;

Assists and participates in the development and administration of the Department budget;

Monitors expenditures and implements adjustments;

Assists and participates in the development of the work assignments, projects and programs; Monitors work flow; reviews and evaluates work products, methods and procedures;

Assists in selection, training and evaluation of personnel; Provides or coordinates staff training; Works with employees to correct deficiencies;

Responds and resolves difficult and sensitive citizen inquiries and complaints.

Performs other duties as required.