

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

**CLASS TITLE:** DEPUTY DIRECTOR OF FINANCE

FLSA Status: Exempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification plan, manage and supervise the daily operations of the Finance Department. Work involves assigning, supervising and reviewing the work of fiscal staff engaged in the daily financial programs' transactions. Employees in this position also review, analyze and prepare financial reports regarding program activities, results and status; reconcile financial funds and programs; and participate and/or coordinate a variety of department functions to include budget preparation, audits, fixed asset and risk management activities. Serves as Acting Finance Director as assigned. Reports to the Finance Director.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- Supervises the daily operations of the Finance department. Assigns and reviews work; ensures Finance department staff follows established financial policies and procedures; reviews work for accuracy and timely completion. Provides technical guidance and problem resolution as needed.
- Performs financial reconciliation for the general ledger; ensures all monies and transactions are properly coded and accounted for; prepares work papers, and reports for findings, results and status on weekly, monthly and annual basis.
- Coordinates the annual audit of the City's financial programs, and preparation of the comprehensive annual financial report.
- Participates in the development of the Department and City budgets. Participates in a variety of special projects as assigned.
- Makes investment purchases; monitors City funds; and provides the Director of Finance with related information as needed.
- Performs a variety of risk management duties for property, casualty and liability insurance. Maintains the City's fixed asset and property records system.
- Performs a variety of administrative duties associated with supervising staff to include hiring, assigning and reviewing the work of subordinates, ensuring proper training and professional development, providing direction and guidance and evaluating performance.
- Reviews and approves the transactions for the bi-weekly payroll.
- Provides assistance to City departments and citizens s regarding issues and activities of the City's finance department.
- Prepares the uniform financial report for submission to the State of Maryland.

## DEPUTY DIRECTOR OF FINANCE

### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

#### **Technical Knowledge:**

- Thorough knowledge of the principles and practices of sound financial management, accounting and bookkeeping.
- Considerable knowledge of the policies, legislation, regulations, practices and procedures pertaining to municipal finance programs and their activities.
- Considerable knowledge of the financial programs of the City, their policies and the relationships between City departments and services and the City's financial programs.
- General knowledge of the principles of supervision.

#### **Physical Requirements:**

- Ability to operate a variety of office equipment.

#### **Language Ability & Interpersonal Communications:**

- Ability to read and apply financial information, policies, regulations and statements.
- Ability deal effectively with all levels of City managers regarding financial programs and transactions.
- Ability to research, prepare and report information regarding financial programs and activities.
- Ability to prepare financial statements, reports, memoranda, letters, budget recommendations and other financial documents.
- Ability to read and follow oral and written instructions.
- Ability to plan and supervise the work of others.

#### **Environmental Adaptability**

- Work is performed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Bachelor's degree in accounting or a related field and 6 -9 years of progressively responsible experience in accounting and bookkeeping work, to include 2 years of supervising staff and full responsibility for financial ledger activities; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

**Additional Requirements:** Certification as a Public Accountant (CPA).

*College Park is an Equal Opportunity Employer. In compliance with the American 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.*