

Deputy Chief Financial Officer

Description

DEFINITION

Under the direction of the Chief Financial Officer, assists with the overall management and administration of the Department of Financial Services; assists in the development and evaluation of overall County accounting and financial goals, policies and procedures; performs complex fiscal analysis to assist the Chief Financial Officer; and acts as department head in the absence of the Chief Financial Officer.

DISTINGUISHING CHARACTERISTICS

This is the second highest class in the Department of Financial Services, next in authority to the Chief Financial Officer. The Chief Deputy Financial Officer is a single position, exempt, at-will classification that serves at the pleasure of the Chief Financial Officer. This class is responsible for assisting the Chief Financial Officer in the oversight of the County's financial matters, including cost accounting, debt management and administration, budgeting, multi-year financial planning, fiscal analysis, treasury, collection of taxes and fees, procurement, general accounting and financial reporting. The incumbent in this class reports to the Chief Financial Officer, and under policy direction, administers the above functions through subordinate program managers and supervisors and may be flexibly assigned the direct management of a division within the department.

The class of Deputy Chief Financial Officer differs from the higher class of Chief Financial Officer in that the latter is the Department Head who, under executive direction, is responsible for managing all financial services for the County. The participation in administration of the Department of Financial Services distinguishes this class and any Assistant Chief Financial Officer from the less senior Chief Budget Official and Accounting Manager classifications.

Essential Functions

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- Provides strategic support to the Chief Financial Officer with regards to oversight of the Department of Financial Services; assists in the planning, directing, and organizing the operations of the department; and may supervise a functional unit within the department.
- Supervises the development and monitoring of a long-term business plan and annual budget for the Department of Financial Services, in accordance with County's strategic goals.
- Develops 5-year financial forecast and is responsible for tracking and forecasting revenues and expenditures from major funding streams including 1991 and 2011 Realignment, Prop. 172, local taxes, etc.
- Reviews and provides guidance to other departments on the forecasting and proposed use of semi-discretionary revenues such as Mental Health Services Act Funding and Intergovernmental Transfers.

- Manages and is responsible for developing and updating internal service charges and overhead cost reimbursement.
- Performs financial analysis on confidential and time-sensitive matters upon direction from Chief Financial Officer or County Administrator's Office.
- Analyzes changes in laws, rules, and regulations affecting the department and/or County and makes recommendations to adjust to those changes; interprets and explains laws, rules, and regulations to staff, the public, and other concerned parties.
- Develops and maintains assets used by the Department of Financial Services including computers and information systems to increase effectiveness and productivity.
- Develops and maintains a staff development program to ensure adequate skill sets for conformance with professional standards and County best practices; and to provide clear career paths for staff advancement.
- Participates in the formulation and implementation of applicable financial goals, policies and procedures, ensuring adherence to industry best practices and standards; develops, implements, evaluates, and revises work systems, work production standards and performance measures; ensures implementation and compliance with policies and procedures.
- Analyzes current County business processes and practices to ensure high quality and effectiveness; recommends and implements new processes and practices to improve efficiency; assists with the development of internal controls for countywide use.
- Represents the department in activities and meetings with other governmental entities and community groups; manages special projects and participates in Countywide special projects; and confers with the administrative, fiscal, and personnel staff of the department and other County offices.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of professional accounting and financial services, and otherwise maintains contacts with professionals to facilitate exchange of information.
- Performs other related duties as assigned.

Employment Standards

Education: A Bachelor's Degree or higher from an accredited college or university in Accounting, Finance, Economics, Business Administration or a closely related field including completion of 120 semester units with a minimum of 48 semester units in accounting and related business courses (a Master degree is desirable); **AND**.

Experience: Six (6) years of professional level accounting and/or financial management experience, with a minimum of two years of management experience comparable to the Yolo County class of Accounting Manager or Audit Manager.

Certification: Possession of an active license as a Certified Public Accountant issued by the State of California, Board of Accountancy is preferred.

License: Some positions in this classification may require incumbents to possess

and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of:

Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness; principles and practices of supervision, discipline, leadership, mentoring, and training; professional accounting standards such as generally accepted auditing standards and generally accepted accounting principles, generally accepted governmental auditing standards, and standards set by the governmental accounting standards board, government accountability office, and other regulatory agencies; best practices promulgated by the Government Finance Officers Association (GFOA) and other relevant organizations, laws, ordinances and regulations influencing County fiscal operations; methods and procedures of governmental budget preparation and control; cost and revenue projecting, and cost allocation methods; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment; English usage, spelling, grammar, and punctuation

Ability to:

select, supervise, train, and evaluate staff; plan, coordinate, assign, and review the work of subordinate staff; investigate and resolve disciplinary issues; develop and implement complex accounting system procedures and modifications; interpret and apply applicable federal, state, and local laws, codes, and regulations; determine impact on accounting functions and propose solutions and procedures; work independently, prioritize work, coordinate activities and meet critical deadlines; analyze a variety of statistical and financial data and information prepare clear, concise and complex general accounting and statistical reports and analyses; establish and maintain cooperative working relationships with staff and others contacted during the course of work; exercise discretion and maintain confidentiality of information.

Environmental & Functional Factors

Incumbents in this class are expected to work inside buildings; to work either alone or closely with others; to work irregular hours; to drive a car; to lift and carry objects weighing up to fifteen pounds; to move about; to have use of fingers and both hands; communicate effectively verbally and in writing with co-workers and customers; be able to decipher color coded files, forms and computer print-outs and instructions; and hear well.

Medical Class

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.