



## **City of Phoenix**

# **DEPUTY FINANCE DIRECTOR**

**JOB CODE 12270**

Effective Date: Rev. 07/05

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to oversee a major division or functional area of the Finance Department. Work includes supervision of a number of professional, paraprofessional and clerical personnel involved in diverse finance-related responsibilities. The Deputy Finance Director exercises considerable initiative with wide latitude for independent judgment and is expected to resolve problems of a professional and technical nature. Incumbents may serve as the City Controller or City Treasurer or oversee a major functional area such as Debt Management; Treasury; Accounts; Real Estate; Purchasing, Inventory and Risk Management; Tax and License; Utilities Accounting; Financial Management System; SAP; financial management of the employee benefits program; or be assigned special projects. Responsibilities also include evaluation and development of recommendations to improve Finance and Citywide administration, procedures, policies and programs. Unusual problems and major program or policy changes are discussed with the Finance Director or Assistant Finance Director. A Deputy Finance Director works under the general supervision of the Finance Director or Assistant Finance Director. Work performance is evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Provides staff assistance in administration of the City's Bond Program through the planning and coordination of bond sales;
- Works with outside consultants and agencies, including bond counsel, rating services, investment bankers and financial advisors;
- Structures, plans and coordinates specific financial projects;
- Conducts, directs and participates in major projects to define financial policy for the City;
- Administers the wastewater system Environmental Protection Agency grants;
- Manages the accounting for the Water Customer Information System to ensure adequate financial controls and effective use of resources;
- Conducts, directs and participates at a high technical and management level in projects to develop or significantly modify major computerized financial systems;
- Evaluates and implements internal and external audit recommendations and provides feedback to management on results;
- Develops reporting systems for departmental and Citywide financial programs;



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- Establishes and monitors Citywide management control and financial management procedures;
- Serves as an ex-officio member of the Retirement Board (City Treasurer);
- Receives and accounts for money;
- Directs and participates in management studies, and reports on organizational and administrative practices;
- Communicates with all City departments to determine changing needs and problems, coordinates departmental activities, and explains departmental policies and procedures;
- Provides staff support to citizen committees;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Professional standards including governmental accounting and financial reporting standards, generally accepted accounting principles, and generally accepted auditing standards.
- Municipal finance administration, cost accounting principles and practices, and investment theory.
- Investment fund management, bond sales, utility accounting, budgeting, and debt management.
- Federal, state and municipal laws, statutes, ordinances, regulations and policies.

#### Ability to:

- Analyze, interpret and report research findings, recommendations and actions on complex financial, governmental and economic data.
- Prepare difficult and complex financial and administrative reports.
- Perform a broad range of supervisory responsibilities over others.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.



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### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of progressively responsible professional experience in finance, public administration, and research, including two years of supervisory experience and a bachelor's degree in finance, accounting, public or business administration, economics, human resources, or a related field. A master's degree is preferred. Other combinations of experience and education which meet the minimum requirements may be substituted.