



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Deputy Chief Financial Officer/Deputy Treasurer

Department: Finance

Reports to: Chief Financial Officer

Pay Grade H16

Date Established: 09/2019

Date Revised: 03/2021

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Deputy Chief Financial Officer (CFO)/Deputy Treasurer works independently to develop and provide accurate and timely financial reports for both internal and external users in accordance with generally accepted accounting principles and professional standards. This position works under general guidance and direction of the CFO. This position is given wide latitude in performing the responsibilities exercising independent professional judgment. The job oversees the reconciliation of cash on a daily and monthly basis, and the Treasurer's Report for Council meetings. The position oversees the development of the annual Service Level Report, assists with preparation of the city's annual budget, creates interfund and transfer charges, assists in the development of salary projections and trains staff on the development of the projection report and presents information required by City Council. The position is responsible for assisting the CFO in preparation of documents used in the City's annual external audit, preparation of the Comprehensive Annual Financial Report (CAFR), other financial reporting.

The job requires attention to detail, the demonstrated ability to conduct detailed financial analysis and prepare periodic financial reports and projections, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations. This job reports to the Chief Financial Officer/Treasurer and provides oversight to other staff in the CFO's absence.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Assists the CFO in preparing the Comprehensive Annual Financial Report and the summary schedules with the assistance of staff. Coordinates the conduct of the annual independent audit of the City's financial records between the City's staff and the independent auditor and resolves auditor's requisitions. Plans and executes preparation of the comprehensive annual financial report as required by Government Accounting Standards Board and bondholder covenants. This process involves all year-end procedures for closing funds in preparation to complete the financial statements. May delegate selected funds to other finance department staff for preparation; incumbent retains overall responsibility and imposes will on final product.

Provides day to day supervision of the Treasury Division employees including involvement in the hiring process, providing employee coaching and feedback, assigning of day-to-day and significant duties, input on disciplining and terminating employment; exercise independent judgment to direct others work and have the authority to take corrective action; and, utilize people skills to communicate, motivate and direct or oversee staff, and approve leave requests.

Assists the Chief Financial Officer in the development of the City's budget including building and maintaining the personnel budget database, compiling and analyzing financial data, creating reports for publication, and assisting in developing budget instructions and formats. Plans, directs, and participates in the annual service level review of departments.

Conducts detailed financial analysis of budgeted and actual citywide or departmental costs and revenues on behalf of city departments and/or other budget staff, including complex cash reconciliation for

multifund/multibank accounts, creates interfund and transfer charges, creates budget worksheets (such as the budget digest) and financial information reports for the service level reports. Produces the salary projection report.

Assists departments with budget preparation, analysis, and composition. Analyzes user and operational needs and business requirements in order to develop or modify budget and finance systems. Trains and supports Finance Department staff and assists departments with budget questions and data entry.

Develops and processes annual Census Reports. Monitors and provides oversight to Transit Grant Tracking. Provides grant management for the development of the SEFA Schedule. Develops Ad hoc COGNOS Reports for analytical purpose. Develops Extended Reports for specific report generation.

Designs and develops a variety of queries and complex spreadsheets to meet user needs. Develops and revises methods and procedures to establish and ensure system integrity and internal controls.

Receives, analyzes and processes complex or specialized financial transactions. Ensures compliance with applicable statutory and regulatory requirements, completeness and accuracy. Verifies appropriate accounts affected by transactions processed to insure credit or charging and summarizes transactions and disposition for reporting and control purposes.

Completes ACH payments and transfers between banks as directed by the City Treasurer.

Assists with banking functions including, but not limited to, petty cash transactions, preparing the bank bag summary for delivery to the bank, ordering bank supplies, and processing ACH wires and payments.

Assists the Chief Financial Officer/Treasurer in managing the City's investment portfolio and debt program in accordance with State laws and Council policy. May reconcile investment general ledger accounts to the investment system, reconcile interest income and interest receivable on investments quarterly. Responsible for performing budgeted transfers and interfund charge transactions, as well as special journal entry transactions as necessary.

Assists the CFO/Treasurer in the management of the fixed asset accounting module, including recording of asset additions and deletions. Ensures appropriate depreciation is applied and updates the database for input into the City's financial records and annual reports.

Provides general assistance with all functions and responsibilities within the Finance Department.

Performs program administration duties related to the purchase card program.

Researches current accounts, previous balances, source documents and related materials to develop specified information not readily available from standard reports.

Represents the Finance Department at City Council meetings when Chief Financial Officer/Treasurer is not available or upon request from the CFO.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Modern principles and practices of municipal finance, accounting, budgeting, purchasing, internal control and investment;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Program analysis and forecasting;
- Pertinent Federal, State, and local laws, codes and regulations;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Requirements and processing limitations of automated financial information systems;
- Municipal budgeting practices;
- Municipal investment principles and practices;
- Operation of standard office equipment and a personal computer and job-related software applications.

Skill and Ability to:

- Exercise independent initiative and judgment in applying accounting procedures and agency standards to transaction processing;
- Use sophisticated financial and analytic software applications; use advanced computer skills in Microsoft Office products and specifically Excel;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in finance, business, accounting, or public administration is required;
- Master's Degree preferred;
- Certified Public Accountant, Certified Internal Auditor or Certified Management Accountant is required;
- Preferred five (5) years' experience in public accounting or ten (10) years in governmental accounting.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.