



CLASSIFICATION NO. 097
Established: 12/86
Revised: 1/93
Revised and Retitled: 7/15, 11/17
FLSA: Exempt
EEO: 1

DEPUTY DIRECTOR, FINANCE

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize, direct and manage the administrative and program operations across the divisions of the Department of Finance; to manage County-wide finance, audit coordination and financial reporting activities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Finance, through its Finance Division, provides financial administration of the County's governmental operations. Areas of responsibility include budgeting, payroll, general accounting including accounts payable and receivable, grants administration, debt management, cost allocation, financial reporting, coordination of the annual financial audit, and procurement. The Facilities Management Division is also part of the Department of Finance and provides services to County departments.

The Deputy Director, Finance is responsible for planning, coordinating and administering a comprehensive system of management functions in accordance with revenue and expenditure limitations, department requirements and legal guidelines. The incumbent is responsible for participating in Director-level oversight of the overall financial reporting functions of the County's financial and accounting operations. The Deputy Director develops and implements financial policies and procedures and internal controls, and analyzes and recommends solutions to often highly complex financial needs.

The Deputy Director, Finance is the second in command within the department and differs from, and reports to, the Finance Director who oversees department-wide operations and has authority and responsibility for the strategic direction of the department's mission and the outcomes of department performance. This position also differs from other management positions in the department, which oversee personnel and programs within a single specific division or functional area. The Deputy Director may participate as a member of the County's Executive Management team, as requested by the Finance director.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists the Department Director in the administration of department personnel, programs, services and operations; acts as the Director in his/her absence; has direct management authority over divisions within the Finance Department as assigned by the Director of Finance; manages individual projects as requested by the Director, County Administrator or Board of County Commissioners, including the coordination of staff and consultants; provides policy interpretation and policy direction to other departments as well as to the Finance Department's management team; participates in program decisions with members of the County's Executive

Management Team (EMT); acts as liaison to internal county departments regarding service and response issues.

2. Develops and recommends new and revised policies, programs, goals and objectives; works with program and division managers to establish priorities and direct the preparation of the department's strategic plans, annual work programs and outcome reporting; ensures department-wide implementation and compliance with Federal, State and local statutes, rules, regulations and ordinances; oversees and actively manages the annual independent financial audit through Consolidated Annual Financial Report and A-133 Single Audit Report issuance; coordinates with County's Internal Auditor to facilitate studies undertaken by that office; acts as department liaison to County Audit Committee.
3. In cooperation with the Director, hires and directs division management, professional and paraprofessional staff to provide high quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; provides professional assistance and training to financial staff in a variety of financial management areas.
4. Assists the department director and management leadership team with division and department budget development and administration; reviews and analyzes financial, operating and debt policies; researches and recommends cost control measures; is accountable for the propriety of expenditures and establishes financial initiatives and standards.
5. Represents the department, division and programs to public and private agencies and groups; delivers presentations before the Board of County Commissioners, County Administrator, department directors, employee groups, advisory boards and commissions and the public; responds to citizen inquiries in a timely and effective manner; researches, mediates and resolves technical, sensitive and/or controversial issues and concerns for internal and external customers; coordinates department work efforts and objectives with other county departments or divisions; designs and delivers supervisory training in governmental budgeting and accounting; represents the department to elected officials, outside agencies, the community and media.
6. Researches, understands and implements new financial reporting standards; develops, researches and analyzes procedures for implementation of new and/or existing accounting standards required by the Governmental Accounting Standards Board (GASB); monitors Governmental Accounting Standards Board and Financial Accounting Standards Board exposure drafts and pronouncements for current standards and announcements of the release of drafts of future requirements.
7. Oversees the maintenance of financial accounting systems and control records; assists departments and staff in preparing, administering and reporting on transactions; provides professional assistance and training to other County departments in a variety of financial management areas; interprets County fiscal policies and procedures; advises on the propriety of expenditures.
8. Provides consultation and direction to Finance Department divisions on personnel issues such as discipline, grievances, staffing, recruitments, employee development, employee relations,

promotions and layoffs; may participate in the collective bargaining process as a member of the negotiating team.

9. Monitors legislative action reports, bills and new legislation affecting the County; makes recommendations to the Finance Director; works closely with Finance staff to ensure adherence to governmental accounting and budgetary practices, changes, and trends.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Generally accepted accounting principles, systems, procedures and controls; principles of cost accounting and cost allocation methods; financing techniques including bond issuance, letters of credit, and debt service requirements; principles of financial reporting; professional standards as established by the Financial Accounting Standards Board and the Governmental Accounting Standards Board; statistical methods; rate-making and cost-recovery principles; depreciation practices; principles and practices of public administration, including personnel management and participative management theories; account collection procedures and practices; software applications for accounting systems and associated data processing technology; working knowledge of principles of investments, including arbitrage laws; Federal, State, and local statutes, rules and regulations applicable to governmental accounting and financing; State of Oregon local government budget laws.

Skill to: Communicate effectively, both orally and in writing; apply English grammar and composition; formulate and implement operational and administrative policies; research and analyze complex accounting and financial data; prepare clear and concise financial reports, including materials presented for independent audit; interpret, explain, evaluate and recommend accounting and financial policies and procedures; implement and use complex computerized financial information and reporting systems; provide direction, leadership, motivation to staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to requests for information desired by citizens and County staff; establish and maintain effective working relationships with County employees, departments, independent auditors and the public; understand, interpret and apply Federal, State and local statutes, rules and regulations relevant to Department policies and procedures; anticipate and effect changes desired or necessary to improve business processes; train, direct, evaluate and supervise management, professional, paraprofessional and clerical accounting support staff.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Active Certified Public Accountant (CPA) preferred.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/19