

City of South San Francisco  
Human Resources Department

**Deputy Finance Director**  
Class Description

**Definition**

Under direction, performs responsible management, administrative and technical duties, manages special projects and studies, supervises all work units of the department on a day-to-day basis, functions as department head in the absence of the department head; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished from the Finance Manager and all other professional accountant classes by its responsibility for managing departmental operations across multiple divisions and work units.

**Typical and Important Duties**

1. Assists in the development and implementation of departmental policies, goals, and objectives.
2. Plans, directs, and coordinates work performed by multiple work units, including accounting, payroll, audit, budget, purchasing, and business licenses.
3. Oversees accounting operations, including year-end closing of the general ledger and preparation of the annual financial report.
4. Reviews, evaluates, and recommends improvements to Citywide financial internal controls and systems and procedures; coordinates audit activities for all City departments with external auditors.
5. Coordinates and oversees the budget process; conducts budget review meetings, and makes recommendations to the Department Head and Finance Director.
6. Supervises staff assigned, including scheduling, assigning, prioritizing, and reviewing work; training and evaluating staff; and developing effective recommendations on all employee actions.
7. Manages special projects and studies, and oversees the work of consultants engaged in project delivery.
8. Serves as department head in the absence of the director, including attending and participating in City Council and department head meetings.
9. Serves on City and inter-agency committees.
10. Performs related duties and responsibilities as assigned.

**Job-related Qualifications**

Knowledge of:

- Principles, methods and practices of municipal finance.
- Budgeting, accounting, purchasing and fiscal record keeping.

- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles of financial administration, including budgeting and reporting.
- Applicable laws and regulations.
- Computer systems and their applications to fiscal analysis and record keeping.

Ability to:

- Organize, supervise, and coordinate the work of subordinate employees and project teams.
- Prepare complex financial statements, reports, and analyses.
- Develop and implement accounting procedures and systems.
- Interpret and accurately apply rules and regulations regarding accounting, purchasing and auditing practices.
- Prepare clear and effective financial, statistical, and narrative reports, correspondence, informational materials, policies, procedures, and other written materials.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City and the department effectively in contacts with elected representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Take a proactive approach to customer services issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of progressively more responsible professional experience in municipal finance, with at least three years in a supervisory capacity.

Training:

A bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid appropriate California driver's license and a

satisfactory driving record.

- Certified Local Government Finance Officer or GFOA Certified Public Finance Officer is desirable.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

**Work Environment:**

Mobility to work in a typical office and/or field setting.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

### **Additional Information:**

- Approved: October 2019
- Revised Date: April 1995, July 1998, June 2003
- Former Titles: Chief Accountant, Asst. Director of Finance
- Abolished: July 2013
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/exempt
- Job Code: