

**CITY OF FONTANA
DEPUTY MANAGEMENT SERVICES DIRECTOR**

DEFINITION: To manage, direct and coordinate the activities of the general accounting operations and treasury functions; to coordinate accounting activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Management Services. This position exercises direct supervision over assigned professional, technical and clerical staff. This position acts as department director in absence of the director.

EXAMPLES OF DUTIES: The Deputy Director has the day to day responsibility for managing, directing and organizing the functions and activities of the Finance Division of the Management Services Department. Areas of responsibility include but are not limited to managing Payroll, Accounts Payable, General Ledger and Special District Accounting, the City of Fontana Investment Portfolio and Utility Billing services. This position also participates in the development and implementation of various financial policies and procedures. The Deputy director will also ensure that work carried out in the Division complies with generally accepted accounting procedures.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist in the development and implementation of policies and procedures related to financial and accounting matters.
- Manage, direct and organize the functions and activities of the City's general accounting operations.
- Determine and provide for the investment of all public funds under the guidelines and rules of the Government Code and City policy.
- Review, analyze and reconcile reports prepared by accountants; review and recommend staff reports relating to accounting; prepare the Comprehensive Annual Financial report utilizing the Government Finance Office Awards standards.
- Direct, oversee and participate in the development of the Finance division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products methods and procedures.
- Oversee the development in the Finance Division budget; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies and other projects and services.
- Coordinate the automated accounting systems within the Finance Division, recommend system enhancement and assist other departments with automated systems interface.
- Invest City funds in a manner, which preserves principal and ensures an optimal combination of safety, liquidity and yield.
- Oversee and approve the preparation, examination and verification of financial documents and reports; and coordinate and analyze a variety of complex audits, financial statements and reports.
- Supervise the preparation of general purpose and technical financial statements for the City; review and analyze technical and complex financial transactions.

- Analyze and reconcile accounts with the general ledger; review and approve general ledger entries prepared by staff.
- Direct and review the accounting for community facilities districts, and monitor development and assessment fees.
- Analyze fiscal and accounting problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Apply advanced accounting principles to the maintenance of financial and accounting transactions.
- Prepare and analyze technical and complex financial reports, statements and correspondence.
- Interpret and apply applicable Federal, State and local policies, procedures, laws and regulations.
- Supervise, train and evaluate personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, this position requires near and far vision in reading written reports and work related documents. Acute hearing is required when working with the phone.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- Methods and techniques of effective technical accounting report preparation and presentation.
- Recent development, current literature and sources of information related to municipal accounting and administration.
- Principles and practices of supervision, training and personnel management.
- Pertinent Federal, State and local laws, codes and regulations.
- Advanced methods, practices and procedures of investment management.
- Modern office procedures, methods and computer applications.

Experience: Five (5) years of increasingly responsible experience in professional governmental accounting including two years of management responsibility.

Education: A Bachelor's Degree from an accredited college or university with major coursework in accounting or a closely related field. MBA/MPA or C.P.A. preferred.

License/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.