



Deputy Director Administrative Services

Department:	Administrative Services	Salary Range:	NR-41
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	May 2021	Reports To:	Administrative Services Director

POSITION PURPOSE: Under the direction of the Administrative Services Director, oversees Department goals, policies, procedures, and objectives that guide the daily activities. Supervises, manages and evaluates work of assigned personnel. Manages and oversees financial reporting, payroll, accounts payable, accounts receivable, utility billing functions, capital assets, general ledger maintenance, and the automated financial system, and public disclosure requests. Work duties include applying financial knowledge to liaise with vendors on requirements of financial systems; oversees compliance of City's financial accounting practices and analyzes financial data to ensure successful audits by the State Auditor's Office and other government agencies. Acts in the capacity as Administrative Services Director in the Director's absence.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs activities of assigned staff to ensure accurate and timely accounting and reporting of City's finances; assigns and evaluates work, monitors progress, revises procedures and work approaches to improve effectiveness.
- Evaluates the performance of assigned staff; provides constructive feedback to staff; plans, coordinates and arranges for appropriate training of assigned staff; coaches and motivates staff; participates in the recruitment and selection of Department staff; and makes recommendations to the Department Director regarding transfers, reassignments, terminations, and disciplinary actions.
- Responsible for the preparation of the Annual Financial Report in accordance with Generally Accepted Accounting Principles prescribed by the Governmental Accounting Standards Board and in accordance with the State Budget, Accounting, and Reporting System.
- Responsible for auditing and balancing all City financial transactions including journal entries, accounts payable, accounts receivable, payroll, utility billing and other processes and ensures that data is documented properly and processed timely.
- Manages the audit process and serves as primary contact to the State Auditor's Office and other auditing agencies. Schedules State Auditor work, acts as liaison and coordinates interaction with other City staff for audit purposes, assigns and establishes deadlines for contributions from staff, and provides financial information required by the State Auditor's Office.
- Develops, improves, implements, and enforces accounting policies and procedures in compliance with laws, adopted City policies, codes and overall departmental goals and objectives.

JOB DESCRIPTION

2 of 4

Deputy Director Administrative Services

- Oversees the payroll function; reviews payroll activity for accuracy; reviews payroll policies and union contracts and ensures compliance.
- Provides confidential research reports and analysis for the City's labor negotiating team
- Resolves discrepancies and authorizes corrective action; reviews monthly, quarterly, and annual payroll related reports.
- Oversees the accounts payable and purchasing functions; reviews departmental purchasing practices for compliance with adopted policies and procedures; audits purchase requests for selection of correct account coding; approves invoices; audits vendor accounts for compliance with adopted policies and procedures; and instructs other department employees on correct purchasing procedures.
- Participates in the development of the annual budget, budgetary procedures, cost estimates, and detailed review of the preliminary and final budget documents and prepares assigned portions of the annual budget.
- Assists in providing recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies; recommends efficiencies to keep costs within established financial guidelines.
- Coordinates grant reporting and preparation of year end grant schedules.
- Oversees the utility billing function; reviews adjustment and waiver requests; ensures timely billing of utility accounts; assists with customer inquiries as needed and ensures high quality customer service by utility staff.
- Assists with the administration of the City's liability, property, auto and fidelity insurance programs including the claims process.
- Assists with development, administration, and maintenance of the Capital Improvement Program and Capital Facilities Program.
- Communicates with other Directors, city staff, City Council and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Oversees the City's treasury functions including timely completion of monthly bank reconciliations; maintains compliance with city investment policy and manages the City's banking relationships.
- Oversees the Public Records Officer and has final authority on the City's handling and responses to public records requests.
- Analyzes, reviews and prepares a variety of complex financial reports and reports related to specific functions; draws conclusions and makes appropriate recommendations to Department Director.
- Assists in the preparation of financial studies and reports including cost analysis, trend analysis, financial forecasts, budget comparisons and monthly and quarterly reports.
- Oversees the Business Improvement District billings and collections and assists with customer inquiries as needed; and ensures high quality customer service by staff.
- Prepares, reviews, and presents a variety of financial reports to the Mayor, City Council, local, state, and federal regulatory agencies, and government offices.
- Serves as staff as assigned on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence as directed.
- Performs other related duties as assigned that are within the scope of this position classification.

Required Knowledge of:

- Operational characteristics and activities of local government Finance, City Clerk, Information Services and Public Disclosure services, including principles and practices related to work assigned.
- Generally Accepted Accounting Principles; the Governmental Accounting Standard Board; State of Washington Budgeting, Accounting and Reporting System; Governmental Accounting, Auditing and Financial Reporting and related federal, state, and local laws and codes.

JOB DESCRIPTION

3 of 4

Deputy Director Administrative Services

- Preparation of cost estimates for salaries and benefits for budgeting purposes.
- Preparation of financial statements and comprehensive accounting reports including the ACFR and the City Budget.
- Grant recording and reporting.
- Computer hardware and automated accounting/financial systems.
- Techniques in data verification and data entry and proper coding of documents.
- Analysis of complex financial statements, reports and systems.
- Proper principles and practices of preparing, entering and posting journal entries.
- Performing a variety of professional accounting duties including financial analysis and forecasts.
- Principles of excellent customer service and public relations.
- Research methods and report preparation and presentation.
- Record-keeping and report writing techniques.
- Effective oral and written communication skills, including public speaking.
- Modern office procedures, methods and equipment including computers and computer applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar and punctuation.
- Principles of business writing.

Required Skill & Abilities in:

- Administering assigned financial and accounting programs.
- Meeting deadlines, working with multiple projects and overseeing, verifying, and validating the work of others, including those in other departments.
- Operating automated accounting systems and general office equipment.
- Identifying and reporting discrepancies.
- Analyzing and interpreting fiscal and accounting reports.
- Preparing informative and statistical reports.
- Computing accurate mathematical computations.
- Gathering data and verifying information.
- Responding to inquiries from customers, regulatory agencies, audit firms or members of the City Council and local community.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups, the City Council, and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing, including public relations.
- Supervisory and training principles, methods and techniques.
- Perceiving when non-routine activities are required and offers to help without needing to be asked.
- Making efforts to modify workload to assist with an emerging problem, assignment, or project whenever feasible.

JOB DESCRIPTION

4 of 4

Deputy Director Administrative Services

- May work an irregular schedule (morning, afternoon, and evening hours). Attendance at evening City Council meetings will be required periodically.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration or related field and five years of progressively responsible professional accounting experience, including experience with general ledgers and journal entries, financial reports, recordkeeping, and budget preparation in a medium to large scale finance or accounting department. a minimum of three years of staff supervisory responsibility must be included in the five years of experience; preferably in government/public sector accounting;

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Required Licenses or Certifications:

- A Valid WA State Driver's License and a five-year driving abstract acceptable to the City's insurance requirements is required for any position that will drive for City business.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.
- A consumer credit check is required following a verbal offer of employment due to this position's access to City financial data/information. Negative credit history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.
- A valid CPA license is preferred.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Hazards

- Contact with dissatisfied or upset individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____