



JOB DESCRIPTION
ASSISTANT CHIEF FINANCIAL OFFICER
Department of Finance

For more information about the City of Portsmouth careers please visit <http://www.portsmouthva.gov/282/Apply-for-a-Job>

GENERAL STATEMENT OF JOB

Under limited supervision, performs administrative, managerial and operational oversight of the development and coordination of a multi-faceted Finance Department. Work involves assisting the Chief Financial Officer (CFO) with planning, coordinating and directing all aspects of financial management and administration; coordinating and preparing the departmental budget; and assuring adherence to departmental policies and financial procedures within departmental divisions. Reports to the Chief Financial Officer (CFO).

ESSENTIAL JOB FUNCTIONS

Coordinates the overall delivery of services by staff, including Accounting, Budget, Payroll, Purchasing and Risk Management functions. Develops comprehensive plans of operations for all divisions within the Finance department that will provide effective and efficient services to the department's customers. Responsible for the effective supervision and administration to include budget preparation and monitoring expenditures, staff development and training, succession planning, performance management, employee relations, prioritizing and assigning work and related activities.

Provides leadership, vision and upholds the City's values to ensure service quality, customer value and financial performance. Develops and implements financial policies and procedures and monitors internal controls and works with City departments to ensure compliance and to provide training. Assists in developing departmental direction, priorities, goals and objectives to meet city and departmental needs; develops staff organization to effectively carry out departmental operations and to be responsive to both management and employee needs and concerns.

Assist in the development of departmental long-range goals and strategic plans and updates and re-evaluates goals periodically. Assists in establishing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives. Develops staff organization to effectively carry out departmental operations. Assists the Chief Financial Officer (CFO) and other department managers with long-range financial planning, cashflow and debt management issues as needed.

Assists in the development and management of the operating budget for all division operations; authorizes expenditures, including training costs. Assists in preparing special reports and presentations both written and oral as needed. Conducts the maintenance and updating of the financial accounting and payroll systems in keeping with current technological information.

Serves as the Chief Financial Officer (CFO) as needed. May also perform the work of other managers in the department as needed. Serves as member of various committees, boards or panels for the Department of Finance.

Performs other related duties as required.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Accounting, Finance, Business Administration or a related field, and 6 to 9 years of progressively responsible accounting experience with 3 to 5 years of supervisory experience, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Advanced degree and experience in municipal government preferred.

SPECIAL REQUIREMENTS

An acceptable general background check to include a local, state and federal criminal history check.

Certification as a Certified Public Accountant (CPA), and /or designation as a Certified Public Finance Officer (CPFO) by Government Finance Officers Association (GFOA) and/or a designation as a Certified Government Financial Manager (CGFM) by Association of Government Accountants (AGA) preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to use varied office equipment. Requires the ability to exert up to 5 pounds of force occasionally, and/or negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and directions to co-workers or assistants, as well as receiving information and assignments from supervisor. Require ability and skill at public speaking.

Language Ability: Requires the ability to read program and equipment manuals, policy manuals, financial documents, and submitted reports on program and maintenance activities. Requires the ability to prepare reports on the evaluation, accomplishments, and status of assigned division activities; to prepare budget expenditures, work orders, time cards, incident reports, program calendars, ability to successfully write grant proposals and other RFP's and billing invoices using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using standards English and recreational terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply, and divide; to determine percentages; and to calculate interest, profit and loss, proportions, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using a variety of office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as office equipment. Must have minimal levels of eye/hand/foot coordination.

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the principles and practices of accounting and auditing including modern City financial administration. Has extensive knowledge of federal, State and City laws and policies concerning City fiscal operations. Has extensive knowledge of the operations of City government. Has considerable knowledge of the principles of supervision, organization and administration. Is able to maintain standard accounting and control measures for City government. Is able to plan, direct and coordinate the work of other employees. Is able to prepare clear and concise reports and to compile and analyze financial statements and reports. Is able to operate standard office machines and computer-driven word processing, spreadsheet and file maintenance

programs. Is able to express ideas clearly orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, City Manager, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and City.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with other City officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.