



**HUMAN RESOURCES DEPARTMENT
Santa Cruz METRO**

*Class Code: 1200-P80
FLSA Status: Exempt*

**Finance Deputy Director
Bargaining Unit: Management**

DEFINITION:

Under direction of the Chief Financial Officer (CFO), the Finance Deputy Director is responsible for planning, organizing, administering, and coordinating various financial activities, including accounting, budgets, audits and financial reporting, payroll, grants, and insurance; conducting research and analysis for management programs and projects; supervising assigned staff; and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Finance Deputy Director is the second in command, responsible for the daily operations within the Finance Department. Receives direction from the Chief Financial Officer. Exercises general direction over the accounting staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Development, implementation, administration and maintenance of accounting, budget control, and reporting operations and systems for Agency fiscal operations.
- Develops and communicates administrative policy guidelines and procedures for budgeting; coordinates the distribution of budget reports and forms; provides administrative and technical advice and assistance to staff, other departments, outside agencies and the public regarding Agency fiscal activities, operations, requirements and standards.
- Actively participates in all meetings and projects coordinated by the CEO in which there are financial considerations.
- Creates capital budget and monitors operating and capital improvement expenditures.
- Administers the agency's capital asset management program.
- Assists in developing the annual Agency budget including departmental budgets; reviews and analyzes budget proposals.
- Participates in the preparation of periodic and annual financial statements and other reports for Agency management and other agencies.
- Researches and studies investment opportunities; conducts research and analyses for management activities, recommendations, programs and projects.
- Analyzes cash flow; maintains related records; processes bank transfers; prepares financial statements; and makes written and oral presentations.
- Plans, coordinates, schedules, assigns, and supervises assigned departmental staff; participates in employee selection, training, and conducts performance evaluations.
- Supervises Agency accounting, payroll, audit and financial reporting functions.
- Prepares, administers, and monitors budgets.



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- Conducts audits and prepares project administration reports for Federal, State, and regional agencies.
- Administers grants by monitoring grant expenditures, preparing reports, processes bank transfers, and reviews claims for reimbursement other from departments.
- Reviews claims to assure program compliance and maintains related records and reports.
- Manages the Purchase Card Program.
- Manages the agency reserve funds, updates targets, and reconciles agency cash.
- Prepares financial reports for the Board of Directors.
- Ensures actuarial updates are initiated, completed, and received on time (such as CalPERS, Workers' Compensation, and GASB compliance).
- Acts in the absence of the Chief Financial Officer (CFO).
- Performs other duties as assigned.
- Perform as a hands on "working" Manager.

EMPLOYMENT STANDARDS:

Knowledge of:

- Generally accepted accounting principles (GAAP) and budgetary management principles and practices.
- Principles and practices of public finance and government accounting.
- Statistical analysis and its application to budget analyses and projections.
- Computerized data processing and its application to accounting systems.
- Principles of supervision and management.
- Governmental laws, regulations, statutes, and requirements related to public agency accounting and fiscal record keeping desirable.
- Principles and practices of office management and supervision.
- Grant Accounting principles and practices.

Ability to:

- Plan, organize and coordinate a variety of programs and functions in the Finance Department.
- Compute financial computations and statistics; reconcile accounts.
- Prepare and present both oral and written comprehensive accounting and fiscal reports.
- Research, analyze, interpret, and apply a variety of laws, regulations and procedures related to fiscal activities and funding sources.
- Develop, write, and implement departmental procedures and systems.
- Select, supervise, train, and evaluate staff.
- Establish and maintain cooperative working relationships with the public, staff and others.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Bachelor's degree from an accredited college in accounting, finance, or a closely related field.



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AND

Six (6) years professional experience in financial, accounting, budget, finance and business administration, including two (2) years supervisory experience, preferably in a public agency. Familiarity with transit agency or transportation system activities and functions is highly desirable. Experience in a large public organization is preferred.

LICENSES AND CERTIFICATES:

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include: Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Certified Management Accountant (CMA).

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite background check.



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*Job Family: Professional - Finance