



**DEPUTY DIRECTOR OF FINANCE**

**Department: Finance**  
**Job Class #: 162000**  
**Pay Range: Executive 14**

**FLSA: Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:**

The Deputy Director helps lead, manage, and administer the Finance Department. The position is highly responsible with department and County-wide authority. The Deputy develops department and County-wide strategies and is accountable for the success of department operations and initiatives. The Deputy oversees preparation and maintenance of County financial policies and oversees County department compliance. The Deputy interacts with the County Executive, other Elected Officials and department directors, administrators, and the County Council and staff. The Deputy supervises and evaluates the work of professional, technical, and clerical staff, administers the department budget, and is responsible for achieving the targets identified in the department performance measures. The Deputy is responsible for overseeing the following county-wide functions: 1) budget development; 2) financial and performance monitoring; 3) debt service and investment management; 4) accounting and grant management; 5) information technology; 6) risk management; and 7) procurement and general services. The Deputy acts on behalf of the Director and assumes the duties of the Director in his/her absence and as delegated.

**ESSENTIAL FUNCTIONS:**

- Act as Director of Finance in the Director's absence and as delegated.
- Perform administrative and supervisory functions relating to operational activities and personnel, including coordination of major projects; implementation of department-wide initiatives; determination of work priorities, and the issuance of work assignments.
- Provide executive leadership to Finance employees in streamlining processes, finding efficiencies and improving products.
- Coordinates preparation, review, and administration of the department's annual budgets; makes presentations to County administrative officials and/or the County Council as required.
- Analyze and make decisions on the development and modification of existing and new financial systems to improve procedures and assure conformity to policy and accounting principles.
- Oversees and monitor the timely and accurate generation of monthly financial and performance reports; control closing of monthly and year-end financial system files.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, divisions and individual work groups.
- Advise groups or make recommendations in all areas of departmental concern.
- Prepare reports and analyses on Department responsibilities and performance for presentation to County Executive, the County Council, and other County Departments.
- Plan, assign, and review the work of staff performing the payroll, accounts payable, accounts receivable, and other accounting and financial management functions.
- Interpret and enforce compliance with state statutes, county code, and finance policies.
- Direct the collection, accounting, and processing of all revenue received by the County and other local governments generated through taxes, licenses, permits, fees, and other sources as provided for in state, county, or other local ordinances and laws.
- Plan, coordinate, and manage the County's investment portfolio and related activities, including cash forecasting, short and long-term investing, bond financing, and payments.

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- Administer cash management operations which include directing the effective collection of delinquent accounts, time deposit of all monies received, and disbursement of funds.
- Coordinate investment accounting procedures with data processing to establish and maintain effective internal control and reporting systems.
- Direct the seizure and/or sale of personal property for non-payment of taxes.
- Act as an integral member of departmental management team focusing on cross-program, cross-division and county-wide issues and initiatives.
- Monitor changes in federal, state and local laws and regulations to ensure department maintains compliance and is positioned to take advantage of opportunities.
- Manage, supervise and coordinate activities of multiple, diverse business units; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Serve as an advocate for the customers of the department and keep stakeholders informed as they move through the process.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, governmental agencies and departments, community social services agencies, public and private officials, and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed with considerable latitude for independent judgment. The Deputy is expected to manage staff in conjunction with the department's responsibilities. Work is reviewed by the Director for compliance with legal, regulations, policies and procedures. The Deputy Director of Finance has full supervisory responsibility.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to meet the travel requirements in order to attend meetings at various field sites and locations. The ability to sit for prolonged

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periods of time. Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eyesight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. Talking, seeing, hearing and the use of verbal and written communication is performed on a frequent basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:**

- Government financial practices and governmental accounting principles, theories, and concepts.
- Washington State Budgeting, Accounting, and Report System (BARS).
- Strategic planning and process improvement.
- Budget, accounting, revenue, and debt management.
- Automated financial and human resources systems.
- The methods and techniques of budget preparation and execution as well as of grant administration and grant audits.

**Knowledge of:**

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Pierce County organizational structure and relationships of the department with other County departments, the Pierce County Council, other branches of government and outside agencies.
- Financial management.
- Information technology operations, system development and deployment, and security.
- Tax collections.
- Public sector fund investment, cash management practices, and debt management.
- Budget development and monitoring.
- Risk management practices and procedures.
- Contracts, purchasing, and record management.

**Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Establishing and maintaining strong relationships with various groups and organizations including, state, federal, and local officials.

**Ability to:**

- Provide strategic direction, plan, establish goals and objectives, as well as implement department policies and procedures, and short- and long-range goals.
- Analyze situations quickly and determine proper course of action; and, use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of the department/County goals and objects.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff, including subordinate managers and supervisors.
- Establish and maintain effective working relationships with department managers, supervisors, and employees, as well as officials, providers/contractors, other agencies, and the general public.

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- Develop ordinances, draft and present state legislative proposals and administer laws, complex policies and procedures, regulations, financial processes and systems, and other activities.
- Oversee the development of a large and complex budget, make recommendations regarding fiscal policy to the Director.
- Work under stress and pressure and respond to crises or emergency situations;
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:**

Bachelor's degree in business or public administration, or a related field; and, five years of progressively responsible management experience, including three years in a supervisory capacity of professional, technical and/or administrative personnel or any equivalent combination of education and experience is required. A Master's degree preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete all required background investigations prior to employment. Must pass and maintain compliance with a background check that meets U.S. Department of Justice CJIS security policy. A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required.