



Classification Title	Business & Financial Operations Assistant Manager	Code	168300
Department	Planning and Public Works	FLSA	Exempt
Pay Range	Professional 09	Represented	No

GENERAL SUMMARY

The Business & Financial Operations Assistant Manager is primarily responsible for managing the day-to-day accounting functions for the Planning & Public Works Department (PPW).

SERIES CONCEPT

This is a single incumbent classification and is distinguished from the Manager classification in that the Manager has overall responsibility for the Planning and Public Works Department finances, budgetary and administrative management functions.

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Oversight of PPW general ledger activity including accounting; year-end financials; and reporting period closing schedules and processes.
- Communicate with financial and non-financial staff in all PPW divisions; explain and ensure compliance with financial policies and procedures and provide technical assistance.
- Supervise and manage assigned staff work assignments, training, development and performance management.
- Analyze, interpret, verify and reconcile fund charges, financial documents and reports; ensure financial accuracy of all records and make necessary corrections.
- Make day to day decisions needed to properly account for complex financial transactions.
- Ensure compliance with and evaluate changes in accounting policies and procedures as promulgated by GASB, state and federal regulations, county code, and Finance Department policies. Recommend revisions to department procedures as needed.
- Liaison with internal and external auditors; participate in audits and provide access to accounting records.
- Assist BFO Manager with planning and implementation of financial projects and programs.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS



Education and Experience

- Bachelor's degree in finance, accounting, public administration, business administration, or a closely related field; and,
- Four years of progressively responsible governmental accounting and/or auditing experience.
- Must have at least 1 year of supervisory experience.
- Additional education and experience that clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

Licenses or Certifications

OTHER JOB REQUIREMENTS

Must meet travel requirements that may require travel to various work sites and/or meeting locations. Must authorize and complete a background check prior to employment. Work is generally completed on a regularly scheduled basis with occasional attendance at meetings or completion of work outside of normal scheduled hours.

PREFERRED QUALIFICATIONS

Master's degree and/or CPA license is highly preferred.

SUPERVISION

This position will supervise accounting/financial staff.

COMPETENCIES

Knowledge of:

- Governmental budgeting, current accounting standards, principles and practices.
- Fiscal management principles necessary to finance and implement capital projects.
- Internal & operational control concepts, techniques, and relationships.
- Contract and monitoring principles, practices and regulations.
- Generally accepted accounting principles and practices (GAAP).
- Governmental Accounting, Auditing and Financial Reporting (GAAFR).
- Federal, state, and local laws, rules, regulations, and guidelines (including BARS) and public sector investment practices, including governmental and proprietary systems.
- Principles and practices of public administration, organization and supervision.

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.
- Use of independent judgment and effective decision-making and problem solving.
- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Apply sound business and financial acumen.
- Supervise, evaluate and identify employee training needs and coach to improve professionally.
- Plan and establish goals and objectives.
- Develop and monitor large complex operational and capital budgets with multiple funds.



- Speak with large groups, articulate division goals and describe projects.
- Read, interpret and apply regulations, laws, policies and procedures.
- Explain clearly, verbally and in writing, information of a technical and financial nature.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

PHYSICAL DEMANDS

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

Work is conducted primarily in an office environment on a daily basis. Extended periods of concentration and sedentary work is required. Work is subject to frequent interruptions and normal office noise. Finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed.