



# City of Peoria

## HUMAN RESOURCES

### **Title:** Deputy Director - Finance (Financial Services and Materials Management)

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Chief Financial Officer.

Exercises direct supervision of professional and para-professional staff.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree with major course work in accounting, finance, , or a related field.
- **Experience:** Requires a minimum of seven years of increasingly responsible professional experience in financial accounting, reporting and management, including at least three years of supervisory responsibility or an equivalent combination of education and experience.
- **Licenses/Certifications/Special Requirements:** Certified Public Accountant License.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

**JOB SUMMARY**

The purpose of this position is to provide leadership and oversight to the Financial Services and Materials Management divisions of the Finance and Budget Department. This position requires advance knowledge of, and experience with, governmental accounting and reporting treasury and debt management, internal controls and other financial management practices. The Deputy Director manages division goals and objectives, leads projects, performs complex reviews and analyses; implements policies and best practices, coordinates assigned responsibilities with staff and other city departments, outside agencies, and consultants; serves on and/or supports various city committees; and acts as Director of the department in the absence of the Director.



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### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Establishes goals and objectives for the Financial Services and Materials Management Divisions of the Finance and Budget Department. Identifies operational needs, analyzes metrics, prepares, interprets and explains complex requirements, determines and implements tasks and projects to achieve goals and objectives.
2	Manages teams of staff by planning and prioritizing work, ensuring policy and procedure compliance, recommending changes and adjustments to staffing levels, and monitoring staff performance and development. Handles sensitive personnel matters including hiring, discipline and terminations.
3	Provides guidance and direction to staff on interpretation and implementation of GAAP and GASB pronouncements. Oversees year-end audit and financial reporting including the production of the City's Comprehensive Annual Financial Report, ensuring compliance with generally accepted accounting principles.
4	Oversees and manages treasury and debt operations including banking relations, investment management, debt issuance and post-issuance compliance requirements. Interprets, implements and ensures compliance with investment and debt policies and related statutory and regulatory requirements.
5	Provides leadership, management and direction to the Materials Management division that administers and manages procurement, contracting, inventory control and surplus property disposition functions of the City.
6	Develops and implements operational policies and procedures to ensure best practices. Evaluates and assesses internal controls for deficiencies. Demonstrates continuous efforts to improve operations, streamline work processes, enhance controls, promote teamwork, and work cooperatively and jointly to provide quality and seamless customer service.



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7	Performs complex analyses and reviews, effectively communicates and resolves problems and issues. Prepares and reviews proposals for major initiatives and projects for operational impact.
8	Establishes effective working relationships with staff and peers throughout the City. Assists other departments with programs and activities; ensures delivery of high quality customer service; works effectively with other departments to solve operational and/or financial issues; provides interpretations of policies and procedures.
9	Provides support to the Chief Financial Officer and the City's Senior Executive Leadership. Researches, prepares, and reviews recommendations on financial and policy issues and analyses; effectively communicates complex issues, writes complex reports and correspondence; enforces applicable laws, ordinances, City Charter, and Council resolutions; provides support to boards, commissions, community, and staff; prepares and presents Council reports; evaluates and interprets financial and policy directives; provides recommendations and reports.
10	Manages, leads and participates in a variety of programs and projects including but not limited to internal control reviews and audits, implementation of technology information systems, system upgrades, and city-wide or departmental initiatives and projects.



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<b>Physical strength for this position is indicated below with "X"</b>					
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.					
<b>Sedentary</b>	<b>X</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics 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.				
<b>Office</b>	<b>X</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, and related software, telephone, vehicle, calculator.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.