



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Assistant Finance Dir. for Reporting & Operations  
**Department:** Finance  
**Classification:** 0340  
**Pay grade:** 35E  
**FLSA:** Exempt

**Prepared Date:** 09/2016  
**Approved By:** HR/CM 

### Summary

Performs and fiscally administers advanced financial work in the administration of the municipal financial operations. Assists the Finance Director in the assignment, review and coordination of work in various divisions of the Finance Department.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assigns, reviews, coordinates and supervises work in the areas of accounting, payables and disbursements, payroll and general services. Also assists with the collection division functions.

Administers the various department modules of the ERP solutions, including but not limited to, grants user access and rights, review and analyze system updates prior to implementation, handles issues and resolution with IT and third-party system support, coordinates and implements new or additions/upgrades among users and other parties involved.

Leads and coordinates the handling of various matters relating to payroll and other compensation and benefit matters, including but not limited to, implementation and set up of the collective bargaining agreement provisions in the payroll module, preparation and reconciliation of IRS payroll reports, research/inquiry from IRS and other regulatory agencies; and administers the setup, maintenance and other matters related to retirements plans, other than the City of Coral Gables Retirement System, such as 401a, Florida Retirement System (FRS) and deferred compensation plans.

Administers the various online banking processes, including but not limited to, grants user access and rights to online banking, submits/uploads electronic payment and payroll files, coordinates and implements various banking projects/initiatives among vendors, city personnel, and bank representatives, and identifies banking issues and resolution among parties involved.

Prepares and reviews, with the assistance of accounting personnel, the Comprehensive Annual Financial Report (CAFR), compliance and other regulatory reports; and acts as the main contact person in the annual financial and compliance audit process.

Supervises the preparation and reviews the quarterly financial reports.

Initiates and leads in understanding of new GASB pronouncements and its implementation; as well as in understanding new/major transactions and preparation of accounting entries as needed.

Reviews significant transactions and provides guidance and direction on complex financial and accounting items encountered by Finance Department or the City.

Leads and coordinates the planning, analysis and implementation of new accounting and financial ERP solutions.

Assist in the preparation of the department budget as part of the citywide budget process.

Assists the Finance Director in special projects and research for management.

Assists and/or response to public requests and inquiries.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

The incumbent must be knowledgeable in the principles and practices of municipal accounting and have the ability to apply this knowledge to work situations. Knowledge of modern office practices and of standard office and accounting equipment, principles of administrative organization and management, as well as knowledge of general public administration. Knowledge of on-line, multi-user, financial data base computer system. Able to analyze and interpret accounting data; develop accounting and auditing procedures and techniques. Ability to lay out work programs to instruct and supervise subordinate personnel in a manner conducive to full performance and high morale. Proficiency in the use of Excel and Word programs is required. Good verbal and written communication skills are necessary.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 lbs. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

A Bachelor's degree in Accounting, Finance, Business, or a related field. Master's degree, CPA or CGFO designation preferred.

Six (6) years professional accounting experience with at least two (2) years experience in a supervisory capacity in municipal/county finance is required.

Valid Florida Driver's License.