

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Director Finance – Planning & Analysis

Department: Finance

Pay Grade: 517

FLSA Status: Exempt

Job Code: F301

JOB SUMMARY

This classification aims to provide strategic leadership and oversight of the City's financial operations, ensuring fiscal responsibility, transparency, and compliance with all applicable laws and regulations. This role is responsible for the City's financial planning, budgeting, forecasting, and analysis activities while ensuring alignment to its strategic objectives. This includes Bond, Capital Planning, and Capital Improvement Plan (CIP) reporting. Work is performed under the general direction of the Chief Financial Officer, and collaborates with COO, Operations Leadership Team, and Dept Heads in establishing and administering an integrated financial planning process.

ESSENTIAL JOB FUNCTIONS

- Develops and administers the City's annual budget and long-term financial plans.
- Oversees budget and forecasting functions to ensure compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) guidelines, and all applicable local, state, and federal regulations.
- Prepares and presents financial reports, including revenue forecasts, expenditure analysis, and budget and financial analysis, to the city administrator, council, chief financial officer, and other stakeholders.
- Supports, participates, and/or leads Departmental Monthly/Quarterly Business Reviews, identifying negative financial trends/variances and initiatives to correct.
- Provides strategic leadership and oversight of the City's financial planning and analysis operations, ensuring transparency, fiscal responsibility, and alignment with long-term goals while fostering collaboration across departments and external stakeholders.
- Mentors and develops assigned finance staff, setting clear expectations, providing constructive feedback, and cultivating a positive and innovative work environment that promotes teamwork and professional growth.

- Builds/reinforces an internal support service culture within the Finance team, establishing collaborative and interdependent relationships with Operating leaders and key stakeholders.
- Encourages problem-solving and continuous improvement by implementing innovative financial policies, exercising sound judgment in complex decision-making, and effectively communicating financial strategies to internal and external stakeholders.
- Evaluates and introduces innovative solutions, ensuring existing/future technologies are fully leveraged to efficiently and effectively streamline financial structures and processes.
- Explains and interprets budget and financial planning policies, procedures, and regulations and resolves complaints and issues that cannot be addressed by subordinate staff.
- Performs strategic planning and establishes department goals, objectives, and work plans; develops budgetary systems, and policies and procedures; develops department rules and regulations.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Maintains relationships with the financial advisors and related requests for proposals, bond counsel, and the underwriters.
- Works with the Deputy Director of Finance/Treasurer to ensure coordination of matters important to the City, the Finance Department, and other Departments, as applicable. All reporting of both Deputies shall be to the Chief Financial Officer.
- Consults with and advises the Chief Financial Officer on finance-related issues; represents the City and/or Finance Department at meetings; and prepares reports and makes presentations upon request.
- Prepares and/or reviews various department reports and finance-related documents, including strategic planning and budgeting documents, budget statements, spreadsheets, and other administrative materials.
- Monitors economic trends, grant funding opportunities, and municipal finance legislative changes.
- Advises City leadership on financial strategies, cost-saving measures, and revenue enhancement initiatives.
- Responds to questions and requests for information from employees, managers, and the general public; explains and interprets finance policies, procedures and regulations; and resolves complaints and issues that cannot be addressed by subordinate staff.
- Operates computers and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation software, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in finance, accounting, or closely related field required, Master's degree preferred; supplemented by seven (7) years of progressively responsible experience managing governmental accounting, budget and finance programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or Certified Public Finance Officer (CPFO) certification preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, County, State and Federal ordinances, laws, regulations and administrative policies governing municipal financial management programs; principles and practices of accounting, budgeting, and purchasing in government; and financial management software applications, systems and reporting programs.
- Ability to formulate long-range fiscal plans and to develop, plan, direct and evaluate comprehensive financial management programs.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a deputy director capacity for a major organizational unit requiring significant internal and external interaction. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of references, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.