

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**DEPUTY DIRECTOR OF BUSINESS SERVICES**

DEFINITION

Under general direction of the Director of Business Services, the Deputy Director of Business Services assists the Director of Business Services in managing and overseeing all fiscal functions of the Santa Clara County Fire Department related to accounting, financing, budgeting and purchasing, including the administration of employee benefits, self-funded health insurance, workers' compensation, and unemployment insurance plans. This position is responsible for managing the daily operations of Business Services and requires the capacity and expertise to research, analyze, investigate, audit, and report on technical matters within the Business Services Office, while also supporting the Director of Business Services on advanced projects. The incumbent exercises independent judgment and professional discretion, manages and directs employees and assumes full command of Business Services in the absence of the Director of Business Services.

This classification is a Fair Labor Standards Act exempt, non-represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

The classification of the Deputy Director of Business Services is distinguished from the lower classification of Financial Analyst/Accountant in that the latter is responsible for less complex professional accounting duties and performs less complicated assignments with less independence. The Deputy Director of Business Services is expected to handle the most complex analysis and accounting work and oversee/supervise and/or lead and direct the work of the Business Services Office. The Deputy Director of Business Services differs from the Director of Business Services in that the latter is responsible for the overall performance of the Business Services division and strategy development.

Assignments at this level require considerable judgment and discretion, and a complete understanding of appropriate management principles and techniques. Recommendations and commitments made at this level have considerable weight, and personal contacts involve negotiating, advising, and gaining acceptance of one's own ideas by others.

EXAMPLES OF DUTIES

General duties may include, but are not limited to the following:

- Assist the Director of Business Services with administration and supervision of the Business Services Office.
- Perform moderate to complex tasks in governmental accounting and budgeting, statistical and financial analysis, and financial reporting.
- Prepare financial statements and other external financial reports and supporting documentation in conformance with state and federal reporting requirements.
- Prepare journal entries and budget transfer entries.

EXAMPLES OF DUTIES (continued)

- Review records of payroll, accounts receivable, accounts payable, expenditures, and income; confirm expenditures are made in accordance to contractual requirements and procedures.
- Prepare and enter correcting and adjusting journal entries to update the general ledger and other financial reports.
- Review the operating budget and expenditures on a periodic basis and provide thorough analysis of trends/fluctuations and prepare budget adjustments as needed.
- Reconcile various asset and liability accounts.
- Perform special accounting procedures required by special districts, agencies, and grants.
- Work with divisions to define, prepare, and provide information for management purposes.
- Assist in the preparation, publication and distribution of the annual financial statements and the comprehensive annual financial report.
- Review and analyze financial records for accuracy and completeness; prepare corrections as necessary.
- Participate in the annual financial audit by external auditors or in any other periodic operational audits; maintain and document pertinent information that supports financial operations and reports.
- Participate in the preparation and monitoring of grants cost recovery claims and reimbursement programs.
- Review the accounting and reconciliation of fixed assets and construction in progress.
- Prepare and file reports required under the Affordable Care Act.
- Coordinate activities such as development of procedures and fiscal year-end closing.
- Serve as consultant by responding to inquiries concerning accounting methods and procedures.
- Explain the implications of complex accounting matters to non-financial managers and decision makers.
- Make presentations and conduct training on accounting related policies and procedures.
- May assist with the costing and evaluation of proposals related to labor negotiations.
- Supervises, leads, directs, trains and evaluates the staff of the Business Services Office, and others engaged in the preparation and maintenance of varied accounting and financial programs, including accounting ledgers, payroll, fixed assets systems, and grant and program accounting.
- Review and recommend periodic business process improvements and software upgrades as business needs change.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Sufficient education, training and experience to demonstrate the possession and direct application of the following knowledge and abilities.

Option 1:

The knowledge, skills and abilities required to perform this function are acquired through possession of a bachelor's degree in accounting, finance, economics, auditing or a closely related field;

And

Four (4) years of professional experience in accounting or auditing work;

And

Two (2) years of supervisory experience or three years of lead experience.

Possession of a master's degree in accounting, master's degree in business administration with emphasis in accounting, or Certified Public Accountant (CPA) license, may substitute for one (1) year of experience.

**OR**

Option 2:

Possession of sixty (60) semester units or ninety (90) quarter units of college of which twelve (12) semester units or fifteen (15) quarter units must be in accounting and/or auditing;

And

Six (6) years of professional experience in accounting or auditing work, at least four (4) years of which should be at a level equivalent to a Financial Analyst/Accountant with the Santa Clara County Fire Department;

And

Two (2) years of supervisory experience or three years of lead experience.

Highly Desirable: Special training, education, and/or certifications in accounting related fields are highly desirable. Experience in an accounting position with a public agency. Experience with on-line financial systems. Training in computerized software programs including Microsoft Office suite. A California Certified Public Accountant license is highly desirable.

Knowledge Of:

- Generally accepted accounting principles, practices, and procedures.
- Laws and regulations governing fiscal record keeping.
- Automated online accounting and financial reporting systems.
- Methods, practices, and terminology of financial record keeping.

Knowledge Of (continued):

- Acceptable accounting principles and practices, including governmental accounting as established by the AICPA and GASB.
- Application of local government accounting procedures and systems.
- Audit principles, techniques and procedures.
- Customer service principles.
- Supervisory practices.
- Internal financial control practices.
- Payroll functions and procedures.
- Computers and software packages related to financial record keeping spreadsheets word processing and database software. i.e. enterprise financial system and standard Microsoft Office suite (specifically Word and Excel).
- English language structure including correct English usage, rules of composition, spelling, grammar, and punctuation.
- Basic to complex mathematics.

Ability To:

- Implement effective use of electronic data processing applications in all aspects of the job.
- Analyze and apply federal, state, and local laws and regulations pertaining to accounting and auditing work.
- Exercise a high degree of independent judgment.
- Supervise effectively the Business Services Office.
- Analyze problems and prepare effective written and oral reports.
- Analyze work processes and suggest work improvements.
- Prepare a variety of financial statements, reports and analyses.
- Analyze and interpret financial and accounting records.
- Communicate clearly and concisely, both verbally and in writing.
- Deal tactfully and courteously with others.
- Establish and maintain effective working relationships with those contacted in the course of work, including co-workers and the public.
- Effectively handle multiple priorities, organize workload and meet strict deadlines.
- Interpret rules, regulations, policies, ordinances, and laws as they pertain to assigned job functions.

Ability To: (continued)

- Apply principles, methods, and practices of accounting.
- Perform a variety of finance and accounting related assignments.
- Prepare clear and comprehensive fiscal analysis and reports.
- Develop and document detailed technical and more generic, District wide fiscal procedures.
- Plan and organize responsibilities so that fiscal matters are dealt with appropriately and correctly and reports are produced in a timely and accurate manner.
- Use office equipment such as computer, printer, scanner, calculator, fax machine, ten-key by touch, etc.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member.
- Recognize and set priorities and meet deadlines.
- Exhibit critical thinking and problem solving skills.
- Work independently with minimum supervision and be a lead to the Business Services Associates, Office Assistant and/or extra-help.

Working Conditions/Physical Demands: Work is generally performed in an office environment; contact with employees, retirees, vendors and the public. The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds.

Required License: Possession and continued maintenance of a valid class C California driver's license and a safe driving record may be required or the ability to provide alternative transportation, as approved by the appointing authority.

Pre-Employment Requirements: The candidate will be required to complete a Live Scan fingerprint, background check, and medical examination.