



Position Description

<b>Job Title</b>	Assistant Finance Director
<b>Department</b>	Finance
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

<b>Scope of Work</b>	
This is a highly responsible professional accounting position that assists the Finance Director in planning, coordinating and directing the accounting functions of the Department, and in overseeing the activities of Department personnel.	
<b>Supervision</b>	
<b>Received</b>	Finance Director
<b>Exercised</b>	Supervises up to five full time (or full time equivalent) employees.

<p><b>Essential Job Functions</b> The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.</p> <ul style="list-style-type: none"> <li>• Plans, organizes, assigns and supervises the work of the professional staff in the Department, in conjunction with the Finance Director.</li> <li>• Assists in the formulation, creation and management of the City's budget, including preparing fiscal analysis and documentation for publication.</li> <li>• Manages the City's Sewer and Parking Utility (Enterprise) Funds, including the monitoring of Capital Projects and Clean Water Fund Loans.</li> <li>• Leads and directs Department staff in the preparation of the City's financial statements.</li> <li>• Acts as liaison for the annual audit, including the coordination of the audit work papers.</li> <li>• Assists in the planning, development and implementation of City financial software.</li> </ul>
---

- Records annual Debt and reviews debt schedules.
- Oversees the management of the general ledger in accordance with GAAP and GASB.
- May review or prepare journal entries.
- Oversees the year end close of the financial software.
- Monitors the review, approval and processing of requisitions and change orders.
- Serves as a backup for Munis Security.
- Prepares state report (Form C) allocations for auditors.
- Serves as backup to the Finance Director in his/her absence and attends Finance Committee meetings.
- Serves on several inter-departmental teams; assists other departments with billing, collection and other functions related to finance and accounting.
- Provides leadership and assistance to Department personnel.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from an accredited four year college or university with a degree in Accounting, Finance or a closely related field and at least four years of experience in governmental finance and accounting, with some supervisory experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Modern principles of public financial management, administration, budget preparation and accounting.</li> <li>• Financial software (Munis) and the principles and practices of automated accounting and finance administration.</li> <li>• General laws, administrative policies, rules and regulations governing municipal financial practices and procedures.</li> <li>• The use of standard office equipment and other applicable software programs.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Read, analyze and interpret technical, statistical and financial information.</li> <li>• Respond to common inquiries or complaints from customers, regulatory agencies or members of the community.</li> <li>• Define problems, collect data, establish facts, and draw valid conclusions.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Establish and maintain effective working relationships with internal and external contacts.</li> <li>• Supervise, provide leadership and motivate employees.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• The operation of computers and relevant software.</li> <li>• Oral and written communications.</li> <li>• Math and accounting.</li> </ul>

**Necessary Special Requirements**

Certified Public Accountant (CPA) strongly preferred; ability to pass a criminal and financial background check; bondable.

## 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 performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to kneel, crouch or bend.
- The employee must occasionally lift and/or move up to 25 pounds.