

ASSISTANT FINANCE DIRECTOR

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general direction of the Director of Finance, is responsible for carrying out many of the accounting and financial control operations of the Department; supervises small clerical staff.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Reviews and evaluates the City's accounting and bookkeeping methodologies and its reports and accuracy; oversees work of and advises clerical staff in carrying out bookkeeping activities; maintains the general ledger and other documentation; reviews and interprets financial information including reports, correspondence and other documents involved in municipal finance; carries out payroll functions and preparation of reports; prepares periodic payroll reports and pension plan finances; responds to inquiries of employees; monitors bank accounts and carries out monthly balancing of accounts; prepares proposed budget in conjunction with the Finance Director; administers the annual budget; participates in and oversees preparation of the budget; monitors expenditures to assure compliance with budget and City policies; monitors invested funds; reviews credit card expenditures; works with City departmental personnel in budget preparation and control; oversees accounts payable and utility revenues receipting; deals with insurance companies and requests information; assists the Director in risk management.

OTHER DUTIES:. Performs a variety of other duties in working with City personnel; responds to inquiries of city employees.

QUALIFICATIONS

Working knowledge of generally accepted accounting practices as applied to municipal finance.

Knowledge of, or ability to quickly learn, of Statutes regarding municipal finance.

Ability to effectively organize and carry out assigned duties.

Ability to prepare a variety of periodic and special financial and related reports.

Ability to effectively lead and advise a small clerical staff.

Ability to maintain confidentiality.

Ability to utilize computer software and programs.

Ability to establish and maintain effective working relationships with officials, financial institutions, employees and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work and to lift and carry up to 10 pounds;

Ability to stand, walk, run, sit, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office machines including a computer;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, manuals, codes, financial transactions, reports and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school; additional course work in accounting or business and three years of experience preferably in municipal accounting or closely related duties.