

Job Description

Job Title	Assistant Finance Director	Department	Finance
Reports to	Finance Director	Salary Level	X
Classification	Exempt	Revision Date	09.12.16

I. General Description

This position is responsible for performing accounting functions in the areas of grant reporting and cash management.

II. Reasonable Accommodations

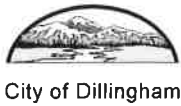
To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Maintains all grant files and responsible for all grant reporting to Federal, State, and local grantor agencies.
2. Prepares all necessary general ledger entries in connection with grant reporting.
3. Review bi-weekly payroll (timesheets and payroll register) for accuracy and completeness.
4. Review bi-weekly payables (invoices and payables register) for accuracy and completeness.
5. Assist Finance Director with monthly account reconciliations.
6. Prepare all payroll reports such as the Quarterly 941, Unemployment reports, and payroll-related surveys.
7. Review and post all EFT deposits received and EFT payments made.
8. Work with taxpayers and staff to resolve issues identified.

Other Duties:

1. Support the processing of Payroll and Accounts Payable.
2. May assist the Finance Director in the preparation of the annual budget.
3. Participate in the recruiting and training of qualified personnel for finance department positions.
4. Assist the Finance Director with the coordination and preparation of the audit schedules as required by auditors.
5. Assist the Finance Director with risk management and annual insurance self-assessment.
6. Special projects as requested by Finance Director.
7. Ensure proper computer maintenance of the accounting software.
8. Create and/or maintain a standard operating procedure (SOP) for all job duties.



Job Description

IV. Knowledge, Skills, and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of governmental fund accounting and general accounting terminology and practices.
2. Knowledge of accounting software, MS Windows server, and personal computers, general office procedures, equipment, and filing system.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Establish priorities, lead and motivate others.
2. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
3. Must be able to operate the following; personal computer, including word-processing, spreadsheet, and database software, 10-key calculator.
4. Meet operational deadlines in accordance with prescribed goals and objectives.
5. Ability to work independently.
6. Interact with the public in a courteous, helpful and professional manner.
7. Work with co-workers, outside agencies, and vendors in a professional manner.
8. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office environment. This position is located off of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress.

VI. Education and/or Experience

Education:

1. BS/BA degree in accounting, business, finance or other closely related area.

Experience:

1. Five years of municipal and/or public accounting experience.
2. Knowledge of fund accounting, audit procedures, computer knowledge, and supervisory experience required.



Job Description

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification within 6 months of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full-time employment, exempt position.

X. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed by the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	<u>NR</u>	<u>9-20-16</u>
City Manager:	<u>nl</u>	<u>9-20-16</u>