



Assistant Finance Director Position Description

Position Title:	Assistant Finance Director
FLSA Status:	Exempt/Not Eligible for Overtime
Reports To:	Finance Director
Department:	Finance/Auditor
Salary:	\$58,978 - 90,019
Civil Service Status:	Unclassified
Revision Date:	08/26/2024

Purpose of Work:

The Assistant Finance Director is responsible for managing the City's accounts payable process, ensuring timely and accurate payment of all invoices. This role includes overseeing account reconciliations, ensuring that all financial transactions are accurately recorded and balanced. The Assistant Finance Director will also assist in preparing monthly financial reports and analysis to support the Finance Director in decision-making. They will monitor budget compliance and work closely with department heads to manage expenditures within approved limits. Additionally, the position requires regular audits of financial records to ensure accuracy and compliance with city policies and regulations. The Assistant Finance Director will play a key role in developing and maintaining financial procedures and policies.

Responsibilities:

1. Leads and manages the accounts payable process for the City, serving as a subject-matter expert to internal and external stakeholders
2. Prepares, verifies, processes and disburses invoices, vouchers, cash receipts, purchase orders, checks, fees and other accounting documents
3. Trains employees in the accounts payable process and communicates process changes and updates
4. Prepares monthly and annual reports and records for the Finance department

5. Assists Finance Director with special projects, annual budget processes, accounts receivable, and other work as needed
6. Assists with month-end closings and reconciles bank statements
7. Prepares bank deposits, correspondence, records, reports, and forms
8. Provides back up support for payroll
9. Provides assistance and information to the general public
10. Other similar and related duties may be assigned.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree in Accounting or related field from an accredited four-year college or university and three (3) or more years of related experience. Experience in public sector accounting is preferred.

The City will consider an equivalent combination of education, training, and related experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra. Knowledge of payroll and public accounting practices.

Reasoning Ability:

Ability to interpret and follow instructions furnished in written, oral or diagram form. Ability to deal with complex problems in non-standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of internet software; spreadsheet software and word processing software.

Interpersonal Skills:

Must be able to organize and perform multiple responsibilities, sometimes simultaneously, in an accurate, efficient, and responsive manner; Must be able to adapt to unexpected changes in assignments or deadlines. Must be able to communicate effectively with vendors, employees and the public.

Certificates, Licenses, Registrations:

None

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.