

## ASSISTANT FINANCE DIRECTOR

### **DEFINITION**

Under general direction, manages staff responsible for payroll, accounts payable, accounting, financial reporting and coordination of audits and inquiries by various funding and regulatory agencies and assists with the operations associated with finance for the City.

### **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

### **TASKS**

Manages workflow of each division and functional area of the Finance Department including, payroll, accounts payable, accounting, financial reporting and auditing; provides instructions and guidance to staff in performing tasks; reviews and approves accounting transactions and reports including journal entries, wire transfer requests, bank reconciliation and grant reports; oversees completion of accounts payable and wage related payments.

Assists in the preparation and issuance of financial reports, financial statements and other information to City departments and agencies; assists in interviewing and recommending hires for new prospective employees; prepares and approves performance evaluations for assigned staff; supports implementation of disciplinary action for subordinate staff; assists in the enforcement of financial policies and procedures; monitors revenue and accounting data.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting

Knowledge of management supervision principles

Knowledge of bookkeeping and/or accounting principles

Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal finance and accounting

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in providing and following oral and written instruction

Skilled in establishing and maintaining productive working relationships

Knowledgeable of professionally accepted accounting principles

Ability to effectively communicate verbally and in writing

Ability to perform essential duties with minimum supervision

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

### **QUALIFICATIONS**

Bachelors degree in Finance, Accounting, Business or related field, **AND** five (5) years experience in experience in municipal finance administration, accounting or banking including two (2) years at a supervisory level; **OR** an equivalent combination of education and experience.