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, guidance and enforcement of financial policies and procedures to staff in performing essential job duties;
- 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 while monitoring revenue and accounting data;
- Assists in the preparation and issuance of financial reports, financial statements and other information to City departments and agencies;
- Interviews and recommends hiring and/or promoting prospective employees,
- Prepares and approves performance evaluations and supports implementation of disciplinary action for assigned staff;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting, management and/or supervision principles, and bookkeeping and/or accounting principles
- Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting, assessing and prioritizing multiple tasks, projects and demands, working within deadlines to complete projects and assignments, providing and following oral and written communication and in establishing and maintaining effective working relationships;
- Ability to proficiently operate a personal computer utilizing the Windows, Microsoft Office Suite, and other industry related computer system to perform essential job functions, and to explain financial information to non-finance individuals.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in office environment. Work may require frequent standing, walking and bending. Incumbents maybe exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor Degree from a four-year accredited college or university in Finance, Accounting or related field, AND five (5) years professional experience managing public finance processes to include administration, accounting or banking business environment to include two (2) years at a supervisory level.