**JOB TITLE:** Assistant Finance Director  
**DEPARTMENT:** Finance  

**JOB SUMMARY:**  
This position assists in the direction of the activities of the Finance Department, including managing the City’s financial activities, preparation for the Annual Budget, Annual Comprehensive Financial Report (ACFR), and accurate accounting of all financial events.

**ESSENTIAL FUNCTIONS:**
- Assigns, directs, supervises, evaluates, and disciplines personnel; coordinates daily work activities.
- Plans, organizes, and manages the City’s finances, including investments, cash management, revenues, disbursements, budget management, cost controls, general accounting, financial accounting and reporting, or other financial activities.
- Interprets, explains, applies, and ensures compliance with all federal, state, and local laws, rules, and regulations.
- Consults with Director, Mayor, Aldermen, city officials and others to review department operations.
- Provides financial and technical expertise to city departments and city personnel.
- Attends meetings, serves on committees, and makes speeches and presentations.
- Assists in the implementation of long and short-term plans, goals, and objectives; assists in the implementation of policies and procedures; assists in the development of policies and procedures.
- Assists in Managing position control in accordance with Board approved positions and accounting practices of payroll accounting and reporting.
- Ensures proper coding and accounting of all salaries and benefits for proper accounting presentation.
- Manages overall accounting and record keeping system; prepares daily cash flow reports; enters journal entries; reviews and approves journal entries by other staff; reviews and codes purchase orders and check requests.
- Prepares month-end and year-end closings and necessary reports.
- Manages the capital asset accounting system; ensures compliance with GASB34 requirements.
- Assists in the preparation of the annual budget.
- Signs, authorizes, and approves all cash and check disbursements for the city.
- Manages the preparation of the annual audit.
- Manages proper documentation for audit field work is available.
- Ensures preparation of the annual comprehensive financial report (ACFR).
- Manages the Enterprise Resource Planning (ERP) system, operation of that system, and data access, with input from Department Heads when necessary.
- Prepares grant documentation and account reports.
- Monitors grant activity and compliance.
- Assists auditor in researching information for audits; reviews auditor’s entries and makes adjusting entries; works with auditor in preparing comprehensive annual financial report.
- Reviews property tax reconciliation; reviews payroll and payroll reports; prepares statistical reports; reviews contracts and agreements; reviews departmental timesheets and leave requests.
- Serves as Interim Director for Finance when the Director is unavailable for an extended period of time.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**
- Knowledge of the principles and practices of public finance, budgeting, accounting, and debt management.
• Knowledge of the principles and practices of public administration.
• Knowledge of the principles and practices of computerized financial information management.
• Knowledge of economic trend forecasting and analysis techniques.
• Knowledge of special requirements pertaining to accounting and investment of government funds.
• Knowledge of government auditing procedures.
• Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
• Skill in utilizing financial computer software programs.
• Skill in management and supervision.
• Skill in operating office equipment such as a computer and calculator.
• Skill in oral and written communication.

**SCOPE AND EFFECT**
The purpose of this position is to assist in managing the financial operations of the city. Successful performance helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government financial condition, the sound financial position of the City government, and provision of City services at reasonable tax rates.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**
The work is typically performed in an office while stationary at a desk or table.

**SUPERVISORY CONTROLS:** This position reports directly to the Finance Director.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Senior Accountant (2), Court Clerk (1), and Administrative Assistant (1).

**GUIDELINES:** Guidelines include Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) requirements, grant requirements, auditing standards, relevant federal and state laws and city ordinances, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied management, administrative, and technical duties. The number of guidelines to be followed, frequent changes in applicable guidelines, and rapid technology changes contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to assist in the management of the financial operations of the city. Successful performance helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government financial condition, the sound financial position of the city government, and provision of city services at reasonable tax rates.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, elected officials, department heads, bankers and financial representatives, state officials, external auditors, representatives of federal, state, and local agencies, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.
MINIMUM QUALIFICATIONS:
Bachelor’s degree or higher from an accredited college or university in Accounting, Finance, Business Administration, Public Administration, or a similar field.

- Five (5) years of progressively responsible experience in accounting and/or finance.
- The following designations are preferred: Certified Municipal Finance Officer (CMFO); or Certified Government Finance Manager (CGFM); or Certified Public Finance Officer (CPFO); or a Certified Public Accountant (CPA). Unless candidate is an active Certified Public Accountant, candidate will be expected to obtain the CMFO designation within two (2) years of employment.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to be bonded.
- Ability to utilize basic computer applications.
- Must have a valid driver’s license.

FLSA Status: Exempt  Pay Grade: 23

Disclaimer: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.