

Class Specification  
**Assistant Finance Director**

Job Family: Professional  
Bargaining Unit: Not Applicable  
FLSA Status: Exempt

**General Summary**

Under general supervision of the Finance Director, directs and supervises the activities of the finance department staff. The Assistant Finance Director performs a variety of professional financial and accounting functions and tasks.

**Essential Functions**

*The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned, to a position in this class. The incumbent may perform a combination of some or all of the following duties:*

- Coordinate and monitor the major accounting functions and activities of the City, including fund accounting, municipal court, utility billing, accounts payable, accounts receivable, and payroll.
- Supervise staff engaged in various accounting related procedures and maintenance activities. Plan, assign, monitor, evaluate, establish, and modify work methods and procedures.
- Prepare and develop information for and assist the Finance Director and department heads with preparation of annual budget proposals and with other projects and reviews or analyses as requested.
- Prepare various financial reports and statements, including monthly reports on revenues and expenditures with comparisons to adopted budgets, analyze and report exceptions to the City Manager; analyze and interpret financial and accounting data and reports and provide accounting advice.
- Maintain and report cash position of various funds.
- Prepares and processes all aspects of payroll and benefit administration.
- Prepare financial records for annual audit and prepare or coordinate the preparation of information for other audits, as needed.
- Coordinate and oversee utility billing, City tax collections and cash handling activities.
- Direct and coordinate utility shutoffs in accordance with policies.
- Assist with special projects and prepare or oversee the preparation of reports.
- Enter and manipulate data using computer keyboard and video display terminal; use tenkey, calculator, telephone, fax, copier and printer.
- Manage employee benefits including worker's compensation, PERS and health insurance;

**Mandatory Qualifications**

Bachelors Degree in accounting or finance and at least 3years experience or the equivalent combination. Background in accounting, business administration, finance or a closely related field. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered.

**Desirable Qualifications**

Experience in municipal government accounting, finance and budget practices. Experience in the application and interpretation of City, State, Federal laws, rules and regulations. Two years supervisory experience. Experience in administration of payroll and employee benefits.

**Knowledge Required**

- Understanding and working knowledge of accounting and financial principles, practices and methods.

- Working knowledge and experience with City, State, and Federal laws, rules, ordinances, guidelines, or procedures relevant to accounting and financial practices.
- Working knowledge of accounts payable, receivables, purchasing, and payroll.
- Working knowledge of manual and automated accounting and financial systems.
- Working knowledge of office procedures and practices,
- Working knowledge of and experience in supervision.
- Working knowledge of effective reception and customer service practices.
- English grammar, spelling and usage.
- Working knowledge of basic accounting systems (ex: Caselle, Springbrook).

### **Skills and Ability**

- Understand, interpret, explain and apply City, State and Federal laws regulating the City's financial and accounting policies and practices, reporting, and record keeping.
- Work independently and make sound decisions under general or minimal supervision.
- Develop and implement sound financial and accounting procedures, controls, and systems.
- Analyze and make sound recommendations on complex financial data and operations.
- Perform complicated calculations, computation, and analyses.
- Prepare clear, concise, and comprehensive accounting statements, reports, and other various written materials.
- Develop and implement changes and interfaces with automated or manual financial and accounting systems.
- Maintain or ensure the maintenance of accounting or financial related records and files.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, and the public.
- Help select, train and evaluate staff; plan, assign, coordinate, review, and supervise the work of assigned staff. Develop positive team environment. Ability to practice positive performance improvement processes.
- Exercise professional judgment and maintain confidentiality as appropriate.
- Communicate effectively, clearly and concisely, both in writing and orally.
- Develop and maintain effective working relationships with others.
- Apply effective internal and external customer service skills.
- Use keyboard; utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, ten-key, computer, printer, fax, and copier.

### **Licensing/Special Requirements**

A valid state driver's license may be required.

### **Working Conditions**

Work in this class is typically performed in an office environment. Typically requiring reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. Also, may require periods of sitting with attention to a computer keyboard and video display terminal. Occasional light lifting up to 30 pounds, reaching for files, accuracy in recording information and frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.