

ASSISTANT FINANCE DIRECTOR – 1480

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative and financial work in organizing and supervising the fiscal areas of finance – customer service, accounts payable, billing, and collections. Also serves as back up to the Finance Director. Work is performed under general supervision

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervises fiscal operations – revenue & tax collection, customer service, accounts payable, collections, and billing. Backs up the finance director, prepares journal entries; posts to general ledger; maintains records and files; and prepares reports.

Acts as Finance Director when required;

Plans, organizes and directs the activities of the fiscal operation, customer service, collections and. billing;

Reviews, approves and authorizes all check requests, requisitions, and purchase orders

Compiles and reviews revenue and expense statements to insure accuracy

Coordinates the activities of external auditors; Prepares end of fiscal year audit schedules for auditors;

Plans, directs, coordinates and reviews the work plan for subordinate coworkers; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with subordinate coworkers to identify and resolve problems;

Administers the informal appeals procedure for customer service and related complaints;

Assist in reviews and corrections of all subsidiary journal entries to general ledger from billing, accounts payable, purchasing and inventory and miscellaneous billing; verifies accuracy of detail in journals and posts to proper accounts; Prepares monthly utility tax reports, sales and use tax reports, payroll quarterly reports, and various other periodic reports;

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures;

Monitors and evaluates for efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels;

Performs backup duties of interdepartmental positions such as Revenue & Tax Collector; answer and direct switchboard calls as required;

Maintain reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with associates, thorough knowledge of standard office procedures, practices and equipment including Microsoft Products.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, economics, or business administration and considerable experience in public finance administration.