



## ASSISTANT FINANCE DIRECTOR

### POSITION DETAILS

<b>Position Title:</b>	Assistant Finance Director
<b>FLSA Classification:</b>	Exempt
<b>Salary Grade:</b>	15
<b>Reports To:</b>	Director of Finance & Employee Services
<b>Cell Phone Stipend:</b>	<input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
<b>Supervisory Functions</b>	<input checked="" type="checkbox"/> Full-Time Employees <input type="checkbox"/> Seasonal Employees <input type="checkbox"/> Part-Time Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Temporary Employees <input type="checkbox"/> No Supervisory Functions

### BASIC FUNCTION

Under the direction of and in collaboration with the Director of Finance & Employee Services, performs a variety of supervisory, accounting, budget, and administrative work relating to governmental fund accounting and reporting systems including maintenance of general ledger and its subsidiary ledgers, compliance with laws, policies, codes, and regulations of governing agencies. The Assistant Finance Director serves as the acting Director of Finance & Employee Services in the absence of the Director.

### DISTINGUISHING CHARACTERISTICS

Under the direction of the Director of Finance & Employee Services, the incumbent's primary function is to manage, supervise, and perform detailed accounting, auditing, and financial recording procedures to ensure the City's financial records are accurate and comply with established rules and procedures. The Assistant Finance Director supervises the day-to-day operations of the Finance Department with direct oversight responsibility for payroll, accounts payable/receivable, cashiering, fixed assets, and utility billing. The Assistant Finance Director often assists or provides training to departments with accounting tasks and/or explains processes and procedures for consistency and compliance with rules and regulations. Supervision is exercised over all accounting staff involved in varied aspects of the City's accounting and financial system. The Assistant Finance Director reports to the Director of Finance & Employee Services, who reviews work for the accuracy and integrity of accounting and financial records and reports in compliance with City Council, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and all other applicable requirements. Work is performed independently with extensive latitude to exercise independent judgment within the framework of existing policies, laws, ordinances, and department procedures.



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## ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Supervises and audits the work of accounting staff who perform work related to the city's payroll system, general ledger, accounts receivable, accounts payable, utility billing, and cashiering to ensure compliance with all applicable federal and state laws, rules, and regulations, and to ensure compliance with City of Moscow personnel policies. Serve as acting head of the Finance Department in the absence of the Director of Finance & Employee Services.
- Responsible for conducting individual tasks related to the preparation of the Annual Comprehensive Financial Report (ACFR), which includes all governmental, special revenue, construction, enterprise, fiduciary, and internal service funds. Prepares and preserves fixed asset ledgers, property control, and inventory, records retention, and maintains ledgers and records of all funds.
- Provide training in technical accounting and internal system control assistance to accounting staff and other city accounting and management personnel.
- Performs general ledger accounting work by making opening entries to the general ledger at the beginning of the budget year, all entries during the year, and closing entries at the end of the year; balances revenue and expenditure reports to the general ledger; balances general ledger cash and investment accounts to bank statements; runs trial balances and balances general ledger accounts to subsidiary accounts.
- Analyzes, prepares, and audits a variety of complex governmental financial statements and reports; draws conclusions and makes appropriate recommendations in conformance with GAAP; audits, establishes, and recommends internal controls for the city's accounting system in accordance with audit standards, GAAP, and GASB requirements.
- Supervises and evaluates performance of assigned personnel; assists in the interview and selection process of new employees; evaluates employees and addresses performance issues according to city policies and procedures; responsible for staff development of all accounting staff.
- Accounts for and maintains reports for grant funds, local improvement districts (LID), general obligation and revenue bond issues and other long-term debt of the city; monitors related revenues and/or expenditures; analyzes available cash balances; prepares annual debt service schedules, and initiates bond calls in accordance with state law and city codes.



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- Assures compliance with laws, policies, codes, and regulations governing municipal accounting; maintains high standards of professional accounting and auditing.
- Reviews new GAAP and GASB directives; in collaboration with the Director of Finance & Employee Services determines methods to implement necessary changes in the City's accounting and financial management procedures, and implements changes to comply with regulations and professional standards; sets up new funds as needed including revenue, expenditure, and general ledger accounts; enters proper summary codes, and audits for proper functioning; notifies departments of changes and provides training and assistance as required.
- Operates networked personal computers using proprietary financial software, plus worksheet, database, and word processing software (preferably Microsoft Office); supervises computer-based financial systems.
- Provides accounting expertise and input to the Information Systems Department and other City Departments regarding all new software purchases that impact the city's financial and accounting systems and make related recommendations.
- Oversee and manage URA Finance, including A/R, A/P, management reporting, Year-End Audited Financial Statement, Budget, Treasury activities, etc.
- Oversee monthly Grant reconciliations & reporting. This includes monitoring grant revenue and expenses and assisting with fiscal grant reports.
- Oversee grant year-end (accruals/single audit/MD&A). This includes preparation of year-end accruals/receivables, assistance with the Single Audit, and assistance with preparation of the MD&A for grant-related projects.
- Prepare audit work papers and schedules, including Management Discussion and Analysis letter (MD&A).
- Prepare and submit state and federal required reporting for transparency, bond and debt balances, streets capital spending, etc.
- Performs special project research, analysis, and report writing work as directed.

### REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED
- A bachelor's degree in accounting, finance, or other closely related field.
- Five (5) years of increasingly responsible supervisory and professional accounting experience in municipal or governmental accounting. Any equivalent combination of experience, education, and training which provides the knowledge, skills, and abilities necessary to perform the work.
- Auditing experience is desired.



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- CPA is desired.

## REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License.
- Bondable.
- Background Check, certain criminal convictions will disqualify a person from this position.

## COMPETENCIES

### Knowledge In:

- Governmental accounting principles and practices, public finance, payroll systems, internal controls, and computerized financial systems and skill in their application.
- Computerized accounting practices on a computer network as required by the position.
- Hiring practices, training, supervision, and evaluation of all Finance department staff.
- General principles of local, state, and federal government organizations.
- Demonstrated knowledge of banking practices.
- Modern office practices, procedures, and equipment.
- Professional level accounting (GAAP), auditing, and reporting principles and practices and skills in their application.
- Supervisory practices and processes.
- Supervising and evaluating the work of others and providing guidance and direction to subordinates.
- State and federal tax regulations.
- Applicable laws, codes, regulations, policies and procedures.

### Ability To:

- Prepare financial statements and comprehensive accounting reports.
- Bond accounting and cash management.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Deal tactfully with citizens, subordinates, department staff, and local, state, and federal representatives.
- Understand duties, responsibilities, and authorities of each department with the City.
- Demonstrate oral and written communication skills.



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- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, apply, and explain municipal codes, rules, regulations, policies, and procedures.
- Understand, execute, and explain complex oral and written instructions.
- Work independently with little direction.
- Evaluate current financial systems for quality control and take initiative to propose alternative procedures.
- Analyze technical workflow and personnel-related problems and develop appropriate solutions.

### Skill In:

- Microsoft Suite.
- Financial Software and ERP systems.

### WORK ENVIRONMENT

- Office setting.
- Excessive intermittent noise.
- Constant interruptions.

### WORKING CONDITIONS

- Reaching overhead and above the shoulders.
- Lifting and carrying objects weighing up to twenty (20) pounds.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard to enter data.
- Bending at the waist.
- Hearing and speaking to communicate and provide information to others.
- Seeing to review invoices and billing materials.
- Hearing and speaking to exchange information.

### TRAVEL

- Conferences and professional development opportunities.
- Regular travel within the City and County; Occasional travel outside of local area.

### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



## ASSISTANT FINANCE DIRECTOR

### **AFFIRMATIVE ACTION/EEO STATEMENT**

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.