



DEPUTY FINANCE DIRECTOR

Salary: Minimum \$50,731 – Maximum \$76,833

Employment Posting: Until Filled

GENERAL STATEMENT OF DUTIES: Plans, organizes, and performs difficult financial reports, budgetary accounting, budget preparation, research, payroll records; prepares financial reports in the billing and collection of utility bills and other revenues; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs a variety of tasks in the implementation of policies and programs related to financial management, research, and special projects. This person assists the Finance Director in planning and preparing the operating budgets for all departments and is responsible for budget administration and modification. Work is performed under the general supervision of the Finance Director and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

ESSENTIAL JOB FUNCTIONS:

Maintains general ledger accounts, budgetary accounting records, and financial statements on a current basis.

Performs daily financial activities in payroll, accounts payable, and accounts receivable. Disburses City funds upon approval, following established procedures.

Assists in collecting, compiling, documenting, and analyzing revenue and expenditure data.

Prepares and assembles appropriation requests.

Assists Finance Director in preparation of the Annual Operating Budget; prepare forms for department personnel to utilize during budgeting process; assists department personnel in collecting, compiling, documenting, and analyzing revenue and expenditure data; enters final budget into Accounting System.

Assists in the preparation of budget amendments throughout the year.

Prepares entries and reconciles bank accounts to general Ledger.

Reviews investments and interest earnings and make appropriate recommendations and transfers.

Prepares all required State and Local Government Commission financial reports including "Cash Deposits and Investments Reports, Annual Financial Information Reports, Sales Tax Refund Reports, and TR-2 Tax Reports".

Assists auditors in Annual Audit Report; prepare required audit schedules to assist in the preparation of financial statements.

Prepares and posts adjusting and recurring journal entries and updates to general ledger accounts for monthly revenue and expenditure transactions.

Prepares year-end accruals and adjustments; prepares reversing entries and closing of the general ledger.

Posts County Ad Valorem and Vehicle Tax receipts to general ledger.

Prepares monthly financial statements for City Manager, Mayor and Council.

Maintains fixed asset system records.

Performs any other duties that may be required or authorized by the Finance Director.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include reaching, standing, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, use computer, and do extensive reading. An employee in this position is not substantially exposed to adverse environmental conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of public personnel, financial, and budgetary administration, and financial accounting and control systems; ability to analyze facts, programs, trends, and costs and make recommendations and comprehensive reports in oral and written form; ability to help develop long term plans and goals for the City and provide management with costs and implementation schedules and strategies; ability to communicate effectively with managers, government officials, employees, and the general public; ability to maintain the confidentiality of all activities and management decisions.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of an undergraduate degree from an accredited college or university, preferably with completion of a Master's degree in Public or Business Administration or related field, and considerable experience in finance, personnel, public policy or related public sector activities; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Pre-Employment Drug Screening Required and Criminal Background Check will be required.

Equal Opportunity Employer

How to Apply: Submit application with resume online at www.cityofbelmont.org or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.