



Job Description:
ASSISTANT FINANCE DIRECTOR
Department: Finance

Employment Status: Full-Time
Reports To: Finance Director

FLSA Status: Exempt
Approved: 09/27/2021

GENERAL STATEMENT OF DUTIES:

Plans, supervises and assists in the work involved in the accounting, financial reporting, and grant management programs of the Finance Department. Participates in the treasury and debt function. Exercises direction and supervision over assigned staff in the areas of general ledger, accounts receivable, accounts payable and payroll. Facilitates annual independent audit. Prepares financial reports. Reports to and works under the general supervision of the Finance Director. Serves as Finance Director in his/her absence. Performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

Involves responsible technical and administrative work including the supervision of accounting, grants management, financial reporting and treasury and debt management functions. Supervision is exercised over the accounting division that includes the financial analyst, finance technicians and other professional personnel. Has authorization of City Council to sign documents in the absence of the Finance Director.

EXAMPLES OF WORK: (Illustrative Only)

- Supervises the general ledger, accounts receivable, accounts payable, payroll functions and related activities;
- Administers and directs the grant accounting needs for the City, including the recording, review and verification of special grant files and records;
- Administers and directs the financial reporting needs in accordance with GASB standards;
- Assists the department in the development and implementation of accounting policies, practices and procedures;
- Conducts research for accounting, budgeting and other functions as required;
- Assists in the treasury and debt management programs as required;
- Prepares special studies, reports, audits, etc;
- Assumes responsibility for the operations of the Finance Department in the absence of the Finance Director;

