



**CITY OF URBANDALE**  
invites applications for the position of:  
**Assistant Finance  
Director**

**SALARY:** \$40.39 - \$51.93 Hourly  
\$3,231.38 - \$4,154.69 Biweekly  
\$84,016.00 - \$108,022.00 Annually

**OPENING DATE:** 06/17/22

**CLOSING DATE:** 07/04/22 11:59 PM

**SUMMARY DESCRIPTION:**

Under the general direction of the Finance Director, performs a broad range of professional accounting work in compliance with Generally Accepted Accounting Principles (GAAP), including reconciliation of general ledger and subsidiary accounts for the City, and preparing financial and statistical reports; directs and supervises the work of the accounting staff.

**The City of Urbandale offers a comprehensive benefit package. The cost for a family plan for medical, dental, vision and prescription is only \$224.80 per month for 2022 and starts on first day of the month follow employment.**

**The City also offers:**

- IPERS retirement plan
- 457(b) retirement plan with a city match
- 8 paid holidays + additional personal holiday time
- Paid sick leave
- Life Insurance
- Employee Assistance Program
- Remote work arrangements on a part-time basis possible following completion of training

**ROUTINE JOB DUTIES/RESPONSIBILITIES:**

- Prepares audit workpapers and related documentation, financial statements, and other reports; assists in the preparation of the Annual Comprehensive Financial Report (ACFR); provides information for external auditors both preparatory and on request.
- Plans, assigns, and supervises the work of accounting staff.
- Transfers funds between pre-approved City bank and checking account. Maintains financial institution relations, including resolving any account discrepancies. Ensures adequacy of cash balances.
- Examines and corrects accounting transactions prepared by accounting staff to ensure accuracy.
- Prepares journal entries and reconciles general ledger and subsidiary accounts for final review by Finance Director.
- Responds to department inquiries regarding accounting/invoice issues, provides financial information, and recommends courses of action.
- Sets up capital projects in the financial software and balances the funds in the Capital Improvement Projects fund. Assures that all expenditures are within authorized resources and communicates discrepancies to the Finance Director.
- Posts revenue accounting batches, checks, and journal entries in the financial system.
- Prepares reports on status of operating budget in terms of expenditures, revenues and performance; monitors expenditures, performs fund analysis, and prepares reports on revenues and expenditures.

- Assists in preparation of quarterly and annual financial statements; prepares numerous financial reports and prepares reports on revenues and expenses.
- Monitors cash receipts and reconciles monthly bank statement. Voids checks, contacts departments about NSF checks, and balances monthly investment ledger to investment report.
- Explains and ensures that employees follow established work policies.
- Recruits, participates in, and recommends hiring, discipline and termination of staff, and supervises employees engaged in departmental services.
- Assists Director in evaluating employee work performance.
- Performs other duties and responsibilities as assigned.

**Periodic Job Duties/Responsibilities:**

- Prepares State Annual Financial Report & Road Use/City Street Financial Report.
- Monitors/renews annual certifications for City funding/grant programs. (DUNS, SAMS, ASAP.gov, grants.gov, etc.)
- Maintains files for City's tax increment incentive programs; monitors and prepares payment requests.
- Assists with the preparation of the annual budget document.
- Assists in preparation of and updates to long-term financial forecast models.
- Assists in the preparation of the Capital Improvement Program.
- Sets up new funds, and accounts in the financial software.
- In conjunction with the Finance Director, assists with development of departmental and city-wide policy and process changes.
- Assists with making sure the City computers are PCI compliant for the multiple credit card processors the City uses.
- Assists with internal audits and/or outside auditors.
- Coordinates applications for, allocations of, and distribution of City grant program funds. (Hotel Motel, etc.)
- Attends meetings, conferences, workshops and training sessions to remain current on new practices/development in finance department supervision and administration.
- Assists with special projects as needed.

**TYPICAL QUALIFICATIONS:**

**Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:**

- Bachelor's Degree in Accounting, Finance or related field, and
- Five years of public accounting or auditing experience with municipal government or serving public sector clients, with at least three of those years working in a supervisory capacity.
- Certified Public Account (CPA) designation required within two years of employment.
- Must be bondable and able to pass a pre-employment offer background check including credit history check.

**Skills/Knowledge/Abilities:**

- Ability to interpret financial reports and other technical materials and draw logical conclusions
- Ability to analyze financial data, create reports, and prepare work papers and financial statements
- Ability to make sound decisions and recommendations regarding matters of a technical nature in financial records maintenance
- Ability to classify accounting transactions accurately and to analyze accounts and transactions for discrepancies
- Accurate mathematical skills and ability to design Excel spreadsheets, both simple and complex
- Ability to operate ten-key by touch
- Ability to express ideas clearly and concisely, verbally and in writing
- Ability to work efficiently with very little direct supervision; ability to work independently and exhibit initiative and ability to manage multiple tasks simultaneously
- Ability to concentrate and complete assigned work with interruptions
- Skill in developing and presenting mathematical and financial data; skill in conveying information both verbally and in writing

- Skill in developing internal controls and identifying where segregation of duties should exist in cash handling or other financial transactions
- Skill in summarizing data, problem identification and solving and skill in meeting established deadlines
- Skill in using tact and discretion when handling or conveying confidential or sensitive information
- Ability to exhibit courteous behavior with citizens and coworkers and to establish and maintain effective working relationships
- Excellent customer service skills; time management skills, and organizational skills
- Knowledge and ability to recruit, hire, train, develop, supervise, discipline, and evaluate staff
- Knowledge of generally accepted accounting principles (GAAP) and practices, auditing procedures, fund accounting and fiscal management
- Proficiency with PC's and computer software and applications; knowledge of accounting software, Microsoft Office products, Excel based spreadsheets, pivot table manipulation, and complex financial formulas
- General knowledge of office equipment, including photocopier, telephone, calculator, and postage machine

### **SUPPLEMENTAL INFORMATION:**

Applicants who meet the minimum qualifications will be invited to complete a written questionnaire that will be emailed out following the close of the job posting. Those passing the Written Questionnaire will be invited to participate in the interview process consisting of two rounds of interviews.

#### **Tentative Timeline:**

First Round Interviews: July 25, 2022 - July 29, 2022

Second Round Interviews: August 10, 2022 - August 12, 2022

Anticipated hire date: October 3, 2022

Post-offer/pre-employment background / motor vehicle report / credit history check and drug test are required. The City of Urbandale is an Equal Opportunity Employer. Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.urbandale.org>

3600 86th St.  
Urbandale, IA 50322  
515-331-6786

Position #22-Asst Fin Dir -01  
ASSISTANT FINANCE DIRECTOR  
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