

CITY OF GREEN
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

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Classification Title:	Assistant Finance Director	Civil Service Status:	Unclassified
Department:	Finance Department	FLSA Status:	Exempt
Division:		Bargaining Unit Status:	Non-bargaining
Immediate Supervisor:	Finance Director	Positions Supervised:	Two (2)

JOB RESPONSIBILITIES: Under administration of the Director of Finance, responsible for assisting the Director of Finance in managing, directing, and supervising the activities of the Finance Department and for performing highly complex professional-level accounting analysis. This position provides input to policy development/revision activities, collective bargaining, and is expected to explain/interpret policy to other employees in the Finance Department and to employees in various City Departments. This position is involved with the planning, development, implementation, operation and coordination of information systems related to electronic data activities, including server applications, personal computer (PC) applications, and communications within the Finance Department. The Assistant Finance Director serves as a direct supervisor for certain positions in the City Finance Department.

QUALIFICATIONS: Undergraduate degree in accounting, finance, business or other related discipline, plus a minimum of three (3) to five (5) years governmental accounting experience; must possess computer competency; supervisory experience of employees. The City will also consider applicants who possess an equivalent combination of training and/or experience.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

- Apply independent judgment in the development, implementation and enforcement of fiscal policy and procedures; conduct internal audits to assure compliance.
- Perform a wide variety of accounting functions in order to ensure the efficient operation of the department: responsible for bank account reconciliation and banking activity reports.
- Responsible for the reinvestment of funds for the city. Seek grant reimbursement from grantor.
- Supervise personnel in all departments in proper collection of city department funds, audits refund/reimbursement requests.
- Supervise personnel in the functional areas of payroll processing, account payable/receivable, cash receipts. Plans, coordinates schedules, assigns and reviews work and maintains work standards. Approve leave requests and timesheets; evaluate and conduct performance reviews; resolve grievances; address performance issues recommending discipline including termination.

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- Screen new finance candidates for the positions of accounts payable, accounts receivable, and payroll.
- Provide critical input and analysis during labor negotiations in behalf of city management, including but not limited to computing projected cost impact of proposed changes to labor agreements and policies; and, participate as needed in labor contract negotiations.
- Provide detail to the Law Department for the purpose of formulating new legislation.
- Conduct study, analysis and make recommendations regarding service providers.
- Make application for city insurances including general liability, property, auto and professional liability coverages. Work with department heads to ensure accurate information is submitted. Serve as the point of contact for claim handling.
- Direct liaison with staff in all departments for the annual budget preparation and necessary modifications. Make recommendations based on department goals. Prepare analytical financial and statistical reports. Monitor city budget results compared to actual expenditures to ensure a continuing cost control effort and responsible management.
- Manage the city general fund capital assets inventory and accounting with division/department heads.
- Work directly with external auditors during activities of the annual audit and serve as primary contact with outside local, county and state agencies when completing the city's Comprehensive Annual Financial Report (CAFR).
- Perform cash-to-accrual annual conversions.
- Conduct classroom and individual training to various other departments on finance policies and procedures including compliance with state and local requirements.
- Directly assist in completion of tax budget due to the County, the city 5-year Capital Improvement Plan (CIP) and annual operating budget; attend the Mayor's budget hearings.
- Receive and respond to inquiries from city employees, Mayor, City Council, contractors, department/division heads, general public; state and county agencies and other municipalities.
- Calculate and certify street lighting charges annually to the County Auditor's Office.
- Prepare local, county, state, and federal reports as required.

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- Assumes Director of Finance duties in the temporary absence of the City Director of Finance.
- Attend meetings and perform other tasks of a general or routine nature as required which may occur after business hours as deemed necessary by the Finance Director.
- Perform other related duties as directed or assigned by the Finance Director and/or the Mayor determined to be necessary in order to promote, further, or ensure the effective and efficient operation of the Department.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: Department policies and procedures*; city government structure and processes; federal, state and local laws pertaining to municipal finance administration; accounting principles and practices; budgetary practices.

Skill in: Use of personal computer; job related software (accounting, fixed assets, Microsoft Office); verbal and in written communication etc. Supervise individuals on performance of daily job functions.

Ability to: Research financial data and prepare reports; prepare and maintain accurate documentation; effectively interact with others; provide supervision; advise and provide interpretation of collective bargaining agreements, policies and procedures to subordinate personnel.

PHYSICAL DEMANDS STRENGTH RATING: Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms, talk and hear. Occasionally required to stand, walk and stoop, kneel and crouch. In accordance with the U.S. Department of Labor physical demands strength rating, this is considered light work.

