

ASSISTANT FINANCE DIRECTOR

General Statement of Duties

Performs difficult professional accounting functions for the finance operations in the Town.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing and managing assigned activities in the Finance and Customer Service Departments. Provides the day-to-day supervision for receiving, disbursing and accounting of revenues and expenditures for the Town. Supervises the accounting, accounts payable, revenue collection, utility billing and collection, utility customer service, fixed assets, assessments and payroll functions. Performs the specialized accountant and supervisory level work for the Town and provides significant financial support in the preparation of the annual operating and capital budgets and the Town Annual Financial Report (AFR) preparation.

Duties and Responsibilities

Essential Duties and Tasks

- Assigns, directs and supervises accounting, customer service and billing personnel, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.
- Administers and makes recommendations for personnel matters affecting subordinates, including assisting with interviewing applicants, hiring, training, appraising, disciplining; preparing and submitting various reports and records as required by department management.
- Supervises and establishes daily priorities for the operation of the assigned functions and activities for the office.
- Assists the Finance Director with portfolio management of the Town.
- Prepares/reviews federal/state financial reports and grants monthly, quarterly and annually.
- Prepares and submits debt service and lease payments.
- Assists in preparation of Town's Annual Financial Report and financial statements for internal and external uses.
- Assists in preparation of department budget, Town's annual operating and capital budgets, monitors expenditures and prepares budget adjustments.
- Prepares year end closing entries.
- May approve purchase orders on behalf of the Finance Director.
- Communicates with and advises department heads and other departmental staff of budget or expenditure problems.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policy and procedures.
- Verifies accuracy of detail in journals on a daily basis and posts to proper general ledger accounts; adjusts, closes and balances accounts and funds.
- Interprets and enforces current fiscal policies and practices for the department.
- Makes journal entries, adjustments and corrections into accounting system
- Assembles statistical and accounting data on request.
- Assists the auditors during the annual audit of financial records.
- Generates reports, statements and financial analysis.
- TDA - oversee, set-up, and direct. Budget set-up and processing, year-end journals, closing, review and audit.
- Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of general laws and administrative policies governing municipal financial practices and procedures
- Knowledge of the principles, practices, and laws of accounting, and municipal bond financing in government
- Knowledge of the principles and practices of a municipal purchasing system
- Ability to prepare and present complex and detailed fiscal reports of a financial nature to the Town Council or other governing bodies or state and federal agencies
- Ability to supervise the development and installation of accounting systems and procedures; ability to prepare and to interpret financial reports
- Ability to plan, organize and direct the work of employees in fields of accounting, payroll administration, statistical reporting, tax assessment and collection and investments
- Ability to conduct long-range fiscal planning

Physical Requirements

Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Employee must have visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.

Desirable Education and Experience

Bachelor's degree from four-year College or university in accounting, business, finance, public administration or a related field and five years or more experience in finance administration (preferably in local government), at least two (2) years of which must have been above the first-line supervisory level; or equivalent combination of education and experience.

Special Requirements

- Valid N.C. driver's license and acceptable driving record.
- Government Financial Officer Certification by the North Carolina Governmental Finance Officers Association (or ability to obtain within five (5) years of hire date).