

**POSITION:** Assistant Finance Director

**DIVISION:** Finance and Administration

**DEPARTMENT:** Finance

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**POSITION SUMMARY**

Provide leadership and guide staff in all finance and budget support services. Serves as lead finance officer for the Public Utilities. Assists with the management of daily work product and flow for accounts payable/receivable, cash management, fixed assets, utility billing, and general accounting areas of the Finance Department. Responsible for the preparation of audit work papers. Administers, performs, and oversees delegated financial and accounting responsibilities.

**POSITION AUTHORITY**

Works with considerable independence under general supervision using established procedures. Individual judgment and decision making are required.

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**RELATIONSHIPS**

**IMMEDIATE SUPERVISOR**

Director of Finance and Administration

**SUPERVISES**

Utility billing staff

**EMPLOYEE CONTACTS**

Routinely interacts with all employees of the Finance Department and with supervisory staff in other departments.

**OUTSIDE CONTACTS**

Federal, state, county and other municipal government agencies, banking institutions, SMMPA, WAPA, LMC Insurance Trust, and some public contact.

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**RESPONSIBILITIES**

Assists Finance Director in supervision and management of the day to day functions of the finance department, manages department in Finance Director's absence.

Directly supervises and trains assigned personnel to ensure employee development.

Prepares audit work papers and other documentation required for the annual City audit for review by the Finance Director.

Prepares the annual operating and capital budgets of the Public Utilities for review by the Finance Director. Prepares monthly and annual statistical reports used for budget preparation.

Prepares agenda, minutes, financial reports, and statistics for Public Utility Commission meetings. Attends Public Utility Commission meetings and provides financial updates.

Assist the Finance Director with investments and debt management.

Work with the Finance Director in the development, implementation, oversight and evaluation of accounting controls, processes, and guidelines.

Assist with the development of financial policies and practices.

Assist with general accounting and disbursement duties, responsibilities, and management.

Remain current with new developments in the fields of municipal finance and utility billing.

Enter various general ledger entries and completes monthly bank reconciliations.

Prepares annual property, liability, auto, and crime insurance renewal documents. Maintains records for vehicles, equipment, and property to reconcile with insurance files.

Prepares various reports as required by the State and Federal authorities, and other entities, including but not limited to distributed generation, utility data reports, load forecasts, EIA-861, and others as needed.

Performs other related duties as are apparent or required.

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## EMPLOYMENT STANDARDS

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### EDUCATION AND EXPERIENCE

Bachelor's degree in finance, accounting, or related field; or any combination of experience and training which provides the knowledge skills and abilities to perform the work. Three (3) years of progressively responsible professional experience in governmental finance, municipal and utility software experience desired. One (1) year of supervisory experience. Working knowledge of government accounting principles and related laws and regulations.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles and practices governing all aspects of public finance and governmental accounting.

Thorough knowledge of governmental accounting standard board (GASB) statements and financial reporting requirements.

Ability to effectively supervise, assign, direct and motivate employees.

Ability to communicate clearly orally and in writing. Communication and interpersonal skills to effectively present findings to council, commissions, boards, and committees.

Ability to maintain efficient and effective financial systems and procedures.

Skill in operating listed tools and equipment.

### TOOLS AND EQUIPMENT USED

Computer; telephone; 10-key calculator; copy machine and fax.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.