

City of Fairmont
POSITION DESCRIPTION

Assistant Finance Director

DEPARTMENT: Finance and Administration
FLSA CLASSIFICATION: Exempt
REPORTS TO: Finance Director
SUPERVISES: Utility billing staff

DEFINITION: The Assistant Finance Director is responsible for the daily accounting functions of the city that include but are not limited to utility billing, cash management, bank reconciliations, fixed assets, and other various accounting duties. The Assistant Finance Director assists the Finance Director with the ongoing operations of the Finance Department. Work is performed with considerable independence, under the general supervision of the Finance Director, and is reviewed through meetings, reports, and results obtained.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Keeps Finance Director promptly informed of all significant matters affecting the department; attends meetings related to duties as required.
- Manages Finance Department in the absence of the Finance Director.
- Directly supervises and trains assigned personnel to ensure employee development.
- Prepares audit work papers 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 agendas, minutes, financial reports and statistical reports for the Public Utilities Commission meetings. Attends Public Utility Commission meetings and provides financial updates.
- Works with the Finance Director in the development, implementation, oversight and evaluation of accounting controls, processes and guidelines.
- Enters various general ledger entries and completes monthly bank reconciliations.
- 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.
- Works in close association with the Finance Director, the Utility Billing/Accounting Clerk and Utility Billing Clerk.
- Maintains records as related to the position's responsibilities.
- Prepare council and committee memos and resolutions as needed.
- Attend meetings during and after normal business hours, as requested.
- Annual cross training to perform other duties in full.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Possess excellent written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work.
- Strong knowledge of Microsoft Excel formulas.
- General Ledger structure.
- Ability to assign, delegate and monitor work and supervise staff.
- Knowledge of computers and computer software that includes Financial Software Applications, Microsoft Office Applications, and other software applications used in municipal government.
- 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 provide excellent customer service.
- Knowledge and ability to maintain records and files.
- Ability to maintain confidentiality.
- Excellent typing and 10-key ability.
- Effective problem solving, analytical skills and communication.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field.
- Experience with AR, AP and Payroll.
- Experience with Microsoft Excel.
- Three (3) or more years' experience in the accounting field.
- One (1) year of supervisory experience.

PREFERRED QUALIFICATIONS:

- Three or more years in governmental finance, utility billing software experience desired.
- Experience preparing or auditing comprehensive financial reports.
- Budget preparation and capital planning experience desired.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time Monday-Friday, hours are subject to current personnel policy. Additional hours may be required, as this position may attend City Council meetings and other meetings as necessary.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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.

This position requires the employee to work alone, with others, around others and have contact with the public.

This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions.

