



JOB DESCRIPTION

JOB TITLE:	Assistant Finance Officer	DATE: 8/02/2023
REPORTS TO:	City Administrator	FLSA: Exempt
PAY GRADE:	24	

SUMMARY:

Responsible for planning, organizing and administering a comprehensive program to maintain the financial integrity of the City, including financial management, record keeping and reporting; provides expert financial assistance to City management, City Council and staff.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Finance Department assuring consistency with City goals, objectives, and policies.
- Acts as official Program Manager for major Finance projects and programs including audit and software migration, implementation and training.
- Plans, organizes, administers, reviews and evaluates the activities of assigned staff; provides for their training and professional development.
- Contributes to the overall quality of the Finance department's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Confers with City management regarding finance programs and issues.
- Contributes to varied reports and analyses, by comparing data for analysis and forecasting purposes, and developing and running reports in support of financial operations for the finance department and other staff as requested.
- Ensures accounting oversight in accordance with Generally Accepted Accounting Principles and Government Accounting Standards Board standards and guidance; ensures that internal and external forms are current, comply with policies, and contain accurate information.
- Assists the Chief Financial Officer in preparation of current policies and procedures. Ensures adherence by the finance staff to these policies and procedures.
- Prepares agenda packets and/or agenda items for a variety of boards and committees; facilitate the implementation of approved policies and procedures.
- Oversees tracking of Debt Obligations/Payments; generates and maintains City Account Receivables.
- Assists with Annual Budget Preparation, Annual Report, & City Financial Audit
- Monitors City banking website in support of Chief Finance Officer.
- Assists in resolution of citizen issues.

ESSENTIAL FUNCTIONS: (continued)

- Assists City Clerk with Facilitating election processes, including voter registration, petitions, publications, official ballots, and absentee ballots.
- Promotes and supports the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in Finance, Accounting, Business Administration or a related field is required; AND five (5) years of professional financial program management experience, two (2) years of which were in a supervisory role; OR an equivalent combination of education, training and experience. A Master's degree or recognized professional certification is preferred.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's license.

Required Knowledge and Skills

Required Knowledge:

- Principles and practices of generally accepted accounting standards and practices, with emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation.
- Principles and practices of financial strategic planning.
- Principles and practices of budget development and administration.
- Principles and practices of contract negotiation and administration.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles, practices of financial, and claims auditing.
- Principles and techniques of actuarial analysis and reporting.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Record management principles and practices.

Required Skills:

- Assisting in planning, organizing and administering a comprehensive financial management and reporting program.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.

Required Skills (continued):

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws as well as City policies related to the administration of a human resources system.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of performing work duties.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

The position has direct supervision over department personnel to include the Finance Manager, Accounts Payable Specialist, Purchasing Specialist, Business License & Sales Tax Specialist, Utility Billing/Collections Specialist, Utility Billing Specialist and Customer Service Representative.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; hearing and speech to communicate effectively in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting. Work is subject to travel to a variety of City locations.