

ASSISTANT FINANCE DIRECTOR

GENERAL DESCRIPTION: This employee provides highly responsible and complex administrative support to the Finance Director and directly supports the Director in the management of the Finance Department. This position will assist with the Town budget, accounting and general ledger management, borrowing strategies, cash management and the overall administration of departments reporting to the Finance Director. This position works under the direct supervision of the Finance Director.

ESSENTIAL FUNCTIONS OF THE JOB:

- Acts on behalf of the Finance Director in his or her absence and performs other duties delegated by the Director;
- Supports the director in ensuring the completion of accounting functions and maintenance of the Town's general ledger for all funds, including month-end closes, account and bank reconciliations, financial analysis, journal entries review, fixed assets and internal audit;
- Assists with annual Town audits and improvement of town policies and internal controls to ensure fiscal compliance with best practices and mitigation of risk;
- Provides direction and support to departments as directed by the Finance Director;
- Assists with fiscal management of grants;
- Performs critical Finance Director duties in his/her absence;
- Maintains and reconciles accounts receivable for all funds and prepares billings for miscellaneous receivables;
- Reconciles general ledger property tax receivables to subsidiary ledger;
- Reconciles general ledger utility receivables to the subsidiary ledger;
- Prepares monthly sales tax returns and remits collections;
- Reconciles enterprise fund inventories to general ledger;
- Tracks and reconciles cash with fiscal agents;
- Maintains details for bonds payable, (current and long-term), related accrued interest, bond drawdowns, amortization;
- Maintains schedules for deferred bond refunding and bond issue costs, etc.;
- Tracks and reports grant activity;
- Calculates and prepares unclaimed property reporting;
- Inspects travel expense reports from Department Heads and other employees for accuracy and documentation;
- Reconciles inventory and motor transport subsidiaries to general ledger;
- Prepares cost analysis reports for various departments;
- Performs periodic counts and verification of fixed assets in all locations;
- Assigns tag numbers, catalogues and accounts for fixed assets;
- Maintains records of fixed asset additions, disposals and transfers;

- Tracks funding sources for all capital assets, including construction-in-progress;
- Performs monthly adjustments in the General Fixed Asset Group;
- Tracks and reports all capital project funds of the Town, including the tracking of bond proceeds;
- Assists Departments with operating budget preparation;
- Reviews accounts payable invoices for proper account coding;
- Tracks and reports construction retainages and related investment earnings;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of local government administration and modern municipal accounting principles, methods and practices; knowledge of complex planning methods and procedures and project coordination; knowledge of effective supervisory methods and techniques; working knowledge in the areas of debt management, capital funding, treasury and financial analysis; thorough knowledge of the Town's computerized accounting system and procedures; thorough knowledge of State laws and Town ordinances pertaining to Town government; ability to sustain a high degree of concentration for extended periods of time; ability to be decisive in complex policy interpretation in accordance with laws, ordinances and regulations; ability to apply departmental policy in routine and extraordinary work situations; ability to communicate effectively in both oral and written form; ability to coordinate the work of personnel; ability to meet deadlines; ability to take initiative; ability to follow through on assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, officials, and the general public

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree in accounting from an accredited college or university, supplemented by extensive professional accounting experience, active certified accountant (CPA), and Certified Municipal Finance Officer (CMFO) status preferred. A bachelor's degree in business, with a minor in accounting and over 5 years of responsible accounting experience, preferably governmental accounting, is acceptable, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential functions of the job.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, holidays, weekends, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or infrequent light lifting (5-10 lbs.); or manual dexterity in the use of fingers, limbs, or body to work efficiently on office equipment such as keyboards, computers and calculators; able to sit for extended periods of time while at a work station or desk. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

Attitude: Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

Sensory Requirements: Task requires visual perception and discrimination. Task requires sound perception and discrimination. Task requires color perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 19
Exempt
August 12, 2024