

ASSISTANT DIRECTOR OF FINANCE

DEFINITION

Under general supervision, supervises and/or participates in activities pertaining to accounts payable/receivable, payroll, purchasing, billing, budgeting, management information services, auditing, maintenance of financial records and preparation of financial reports; directs or performs governmental accounting; performs related duties as required.

CLASS CHARACTERISTICS

The Accounting Supervisor is a single position class with the incumbent charged with supervision of the day to day activities of a division of the Finance Department. Additionally, the incumbent participates in work of the division and assists the Director of Finance in such activities as may be assigned.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises accounts payable and receivable, purchasing, and general ledger accounting activity; prepares or directs the preparation of journal entries, interfund transfers, account reconciliations, related schedules, and reports.

Prepares closing entries to the General Ledger and participates in the preparation of fiscal year-end financial reports; prepares related statistical tables; reviews, approves and makes adjustments to accounts.

Provides liaison to other City personnel, auditors, other agencies, financial institutions, brokers, and the public regarding accounts payable and receivable, purchasing, or general ledger activity; reviews audit reports.

As assigned, prepares and presents reports or directs special projects related to accounts payable and receivable, purchasing, and general ledger activity.

Participates in a variety of activities related to preparation of the City budget including forms distribution, compilation of data, preparation of cost estimates, addressing of procedural questions asked by City; coordination of activities and preparation of budget documents.

Participates in the development of division goals, objectives, policies, and procedures; assists in preparation of the department budget through the analysis of needs, cost analysis, and preparation of recommendations.

Participates in the selection of staff; supervises, trains, and evaluates assigned staff.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include three years of municipal or closely related professional accounting experience, which included some supervisory experience, supplemented by college level courses in accounting, business administration, or a related field.

Knowledge, Skills, and Abilities

Thorough knowledge of municipal accounting methods and procedures related to the preparation and maintenance of accounts payable, purchasing, receivable, payroll, utility billings, business licensing, and the General Ledger; principles of accounting and auditing. Considerable knowledge of computerized accounting systems; governmental accounting and reporting requirements; municipal budget preparation and control; methods and techniques of supervision. Ability to perform and/or direct the accurate accounting of automated accounts payable and receivable, payroll, purchasing, and general ledger activity; prepare and present reports; interpret and apply related laws, rules and regulations; perform financial and statistical analysis; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise assigned staff.

PHYSICAL PROFILE: I, 4, 7, 12.