



ASSISTANT FINANCE OFFICER POSITION DESCRIPTION

GENERAL PURPOSE

Performs routine and complex accounting and administrative work as it relates to the payroll function, performs routine and complex accounting work as it relates to reconciling accounts to the general ledger.

SUPERVISION RECEIVED

Works under the general direction and supervision of the City Finance Officer.

SUPERVISION EXERCISED

Supervises Finance Office staff in Finance Officer's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes payroll for city employees; adds new hire data into system; inputs proper deductions, reviews timesheets for policy issues; utilizes software to calculate paychecks and proper benefit deductions; submits electronic bank files for payment; pays all benefits.
- Responsible for maintaining a current and accurate Employee Policy Manual. Ensure that Employee Policy Manual requirements are being met as they relate to personnel and payroll.
- Maintains employee master files, including data on full time and part-time employees including hours worked, changes in name or address, salary changes, exemptions, and insurance. Maintains vacation and sick leave records.
- Submit and record biweekly payroll deposit to federal agency as prescribed by law.
- Possess working knowledge of accounting, accounting software system and Windows applications, such as, but not limited to Word, Excel, and Outlook.
- Create and distribute monthly employee newsletter.
- Attend Human Resource and Finance Officer's School on an annual basis.
- File the monthly Sales Tax Return to the State of South Dakota.

- File paperwork with the Department of Motor Vehicles for titles and license plates and assist with documentation of insurance for vehicle fleet.
- File Special Tax Assessments with Lawrence County on an annual basis.
- Maintain knowledge of all ordinances, state, and federal regulations as they apply to municipal government. ~~including required publication deadlines, legal requirements for public notices, and liquor licenses.~~
- Reconcile general ledger, bank statements, cash accounts, investment accounts on a monthly basis. Make proper adjusting entries to accounting system as needed.
- Enter, monitor, and reconcile general ledger entries to accounting system as needed to maintain accurate accounting records.
- Bill monthly AR statements and make every effort to collect on unpaid accounts, as well as bill for anything charged such as trolley tokens and passes.
- Post monthly real estate tax payments, including recording and disbursing of TIF accounts.
- ~~Assist Finance Officer in monitoring and reconciling Fixed Asset Inventory.~~
- Assist Finance Officer in budget process. ~~Attend budget meetings, enter data, and reconcile accounting budget information.~~
- Assist in compilation of Comprehensive Annual Financial Report as it relates to payroll functions.
- Plan and coordinate all City Elections with Finance Officer according to SDCL.
- Works with the Cemetery Sexton on record keeping of plots at Oakridge Cemetery.
- Attends some meetings, types, and edits a variety of correspondence, reports and other material requiring judgment as to content accuracy and completeness
- Organize all aspects of the Local Board of Equalization.

- ~~Compile and produce ad hoc reports for both internal and external customers, as necessary.~~

ORGANIZATIONAL RESPONSIBILITIES

- Applies high ethical standards, such as honesty, responsibility, trustworthiness, and confidentiality, at all times.
 - Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
 - Must be well-skilled in written, oral, and in-person communication.
 - Provides friendly, prompt customer service to both internal and external customers and assists employees with payroll, benefit, and human resource questions.
 - Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
 - Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
 - Completes all required safety and compliance trainings in a timely manner.
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DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from accredited four-year college or university with a degree in accounting, business management, or a closely related field, and 1 year of accounting or bookkeeping experience or:
- Four (4) years of experience in municipal finance or closely related field, or:
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have a working knowledge in accounting and human resources.
- Must hold current and valid SD Driver's License.

TOOLS AND EQUIPMENT USED

- Must have computer skills to include full Microsoft Suite, (Word, Excel, and Outlook) run software associated with accounting (payroll, general ledger, AR and AP) multi-line phone system, copy machine, postage machine, fax machine and 10-key calculators.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is performed in an office at City Hall. Work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.
- The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Deadwood employees are considered at-will employees. An employee may terminate his/her employment at any time, and the city may also terminate the employee's employment at any time.