

City of Lake City, FL

Classification Description

Classification Title: ASSISTANT FINANCE DIRECTOR
Department: FINANCE ADMINISTRATION

Pay Grade: ~~Open~~– 15
FLSA Status: Exempt

General Description

Performs professional accounting and supervisory work in the area of financial reporting with primary responsibility for monitoring a variety of funds, preparing financial statements and reports, reconciling accounts, developing and implementing accounting systems and supervising staff. Must exercise considerable independent professional judgment and initiative in solving accounting problems, modifying and/or designing systems and procedures and coordinating staff to ensure management's financial information needs are met. Work is performed under the direction of the Finance Director.

Nature of Work

Essential Functions:

- Analyzes and verifies accounting records and financial data; ascertains compliance with established laws, procedures and policies.
- Plans, assigns, and reviews the work of professional and technical employees engaged in recording and reporting of financial data.
- Reviews accounting procedures, policies, and systems recommending and/or implementing modifications to enhance efficiency and effectiveness.
- Supervises/participates in closing accounts and balancing functions.
- Oversees maintenance of revenue and appropriation records.
- Analyzes, reconciles and prepares financial statements and various reports.
- Accesses, inputs and retrieves information and data from a computer.
- Prepares various reports, forms and statements ensuring compliance with federal and state laws and requirements.
- Recommends selection, promotion, discharge, and other appropriate personnel actions for Finance Administration.
- Provides technical assistance and training to other City departments regarding fiscal matters, reporting requirements and accounting policies and procedures.

ASSISTANT FINANCE DIRECTOR

- Participates in the preparation of various audits and audit recommendations. Works closely with external auditors.
- Participates in the pension fund benefit payment computations, monthly reconciliations and financial and statistical reports.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Ability to meet deadlines and prioritize work on a daily basis;
- Ability to learn assigned tasks readily with a reasonable training period;
- Works under pressure and/or frequent interruptions;
- Ability to prepare and analyze complex financial reports;
- Ability to give presentations, teach, mentor, train, and supervise other employees;
- Ability to read, analyze and interpret financial reports, and legal documents;
- Knowledge of business English and spelling with the ability read and comprehend instructions, correspondence, and memos;
- Ability to generate professional business correspondence, including effectively presenting information in one-on-one and small group situations, or responding to inquiries from customers and other agencies; and
- Knowledge of the general laws and administrative policies governing municipal finance and budgetary practices and procedures.
- Ability to add, subtract, multiply, divide, to compute rate and percent using whole numbers, common fractions, and decimals.

Minimum Qualifications: Graduation from an accredited four (4) year college or university with a Bachelor's Degree in accounting, finance, business or public administration, or closely related field and a minimum of two (2) years of progressively responsible municipal accounting or finance work with supervision experiences, and knowledge of customer service elements. Extensive professional related experience in the area of accounting, finance, budgeting, cash management, or related field may qualify for

education requirement.

ESSENTIAL PHYSICAL SKILLS

- Acceptable hearing (with or without hearing aid)
- Acceptable vision (with or without correction) to include close vision for data entry and reading correspondence, and peripheral vision to be able to greet public as they enter office
- Ability to speak
- Depth perception
- Distinguish colors
- Sitting, standing, walking, stooping, bending, kneeling, pushing, pulling, reaching, crawling, climbing, handling objects or equipment, talking, repetitive motions of hands/wrists
- Hand-eye coordination and fine manipulation skills as necessary to operate computers and various office machines
- Occasionally lift/carry and/or move up to 25 pounds

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date