



JOB DESCRIPTION

ASSISTANT TO THE FINANCE DIRECTOR

Department: Finance	Classification/FLSA: Full Time, Exempt
Location: City Hall	Reports To: Director of Finance & Administration
Supervisor: No	Salary Range: \$57,680 - \$86,841 annually
Benefits: Per City Handbook	Travel: As needed

Date Written/Revised: 03/20/2025

POSITION SUMMARY

This position provides a wide variety of support for the daily, monthly and annual financial operations of the City. This position also plays a critical role in providing guidance to the employees within the Finance Department, and helping all Departments manage their budgets throughout that year. This position will fill the role of the Deputy Finance Director in their absence. The position receives direction from the Director of Finance, the Deputy Finance Director and occasionally the City Manager.

DUTIES AND RESPONSIBILITIES

- Provides direct support to the Customer Service Manager, Payroll Manager and Staff Accountants. This includes mentoring, providing feedback, coaching for performance, and filling in to perform their roles when necessary
- Conduct research and analysis on assigned accounting and finance projects
- Update internal spreadsheets and records
- Performs functions associated with the proper processing of vendor invoices, ensuring proper expenditure classification, timely payments, and resolving invoicing and payment issues
- Weekly check and EFT processing
- Assists the Finance Director, Deputy Director and City Manager with the development and administration of the Annual Budget
- Assists the Finance Director and Deputy Director with the development of the annual Five-Year Financial Plan and the Five-Year Capital Improvements Plan
- Ensures that city accounting and financial records are accurate
- Assist with the annual audit and CFR
- Assists Departments with grand administration and reporting
- Helps prepare statements and other financial reports as required

POSITION COMPETENCIES

- Familiarity with accounting principles, standards and processes
- Must take ownership of position, takes initiative to learn and improve, and accepts a high level of accountability for his/her work and the work of staff
- Must work with the city's financial management system as well as related technical systems
- Must possess excellent analytic skills and critical thinking
- Must be detail oriented and persistent in account balancing and reconciliation
- Has the initiative and ability to communicate and work collaboratively with finance department members and city departments leadership
- Ability to interpret and understand complex financial and operational concepts and information
- Ability to communicate routine and complex matters, in person and in writing, for audiences within and outside of the organization
- Must be able to work with bankers, outside financial analysts, and auditors regarding city finances

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a Bachelor's degree in finance, accounting, public administration, or related field
- Experience: Five years of increasingly responsible experience in finance preferred. Will also consider three or more years of management level accounting and supervisory experience with budgets, financial reporting and audits.