

ASSISTANT FINANCE DIRECTOR

JOB DEFINITION

A skilled supervisory position responsible for maintaining accounting records, office records and files. Compiles financial and budget reports and related data and maintains general office and accounting functions. Supervises customer service, payroll and accounting clerks. Under the direct supervision of the Finance Director.

PRINCIPLE DUTIES

Assists the Finance Director in performing all necessary tasks to administer the daily operations of the Finance Department. Some examples of these duties are:

- Prepares reports and studies as required by the Finance Director, City Manager, or City Commission.
- Supervises assigned personnel and work assignments of the department.
- Assists in maintaining general ledgers and posting of subsidiary ledgers.
- Reviews posting of account classifications.
- Compiles financial reports and data as requested or required.
- Assists in the preparation, and reviews data, for budget execution reviews.
- Maintains and gathers information as required for the annual audit.
- Attends educational courses from time to time on municipal finance and other related topics.
- Maintains accurate and up to date files and records in an easily retrievable manner.
- Types letters, forms, memos and reports.
- Operates computer, calculator, typewriters, radios, telephone and other office machines.
- Work independently on confidential assignments.
- Completes timely performance appraisals on department personnel.
- Other duties as assigned from time to time.

JOB QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum education of a high school diploma or equivalent plus one year of vocational training or junior college education in bookkeeping or accounting or a combination of education, training and experience.
- Must have general knowledge of computerized accounting systems.
- Must have at least one (1) year or more years of supervisory experience.
- Must complete a City employment application.
- Must pass background check including previous employment and personal references.
- Must be able to work department hours and occasional overtime.

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- Must be able to travel out of town for training, seminars, meetings, etc., with the possibility of overnight stays.
- Must pass job-related physical examination (see attached sheet for requirements).
- Must possess, or have the ability to obtain, a valid Georgia driver's license with a clean driving record.

DESIRED JOB CHARACTERISTICS

- Dependable
- Neat and clean in appearance
- Ability to establish and maintain an effective working relationship with other employees, supervisors and the general public.

SIGNATURE

DATE