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| **TITLE:** | Assistant Finance Director | **FLSA:** | Exempt |
| **DEPARTMENT:** | Finance | **REPORTS TO:** | Finance Director |
| **PREPARED:** | Jully 1998 | **UPDATED:** | February 2023 |

**Position Summary**

This position manages the daily operations, activities and staff of the Finance Department, with oversight from the Finance Director; daily operations include the functions of water billing, cashiering, accounts payable, accounts receivable and payroll.

Essential Functions

*The following duties are normal for this position and are not to be construed as exclusive or all-inclusive.* To perform this job successfully, an individual must be able to perform each duty satisfactorily. *Other duties may be required and assigned.*

* Leads process assessment and improvement activities throughout the department.
* Provides leadership and management to all assigned staff. Directs staff on difficult projects as needed.
* Analyzes and evaluates existing and researches, recommends, develops and implements new objectives, goals, standards, priorities, policies and procedures.
* Provides training and instruction, as needed. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, and disciplinary action.
* Supervises the preparation of the City’s annual audit; reviews prior year and prepares current workpapers and spreadsheets; analyzes and makes correcting entries as necessary; provides information and assistance to outside auditors; prepares Comprehensive Annual Financial Report and determines required modifications to the City’s Annual Financial Report.
* Develops and maintains best practices for grant management.
* Assists in preparation of City budget; researches financial and control data and prepares graphs.
* Under the direction of the Finance Director, executes investment transactions utilizing current cash position and cash flow projections; assures safe investments with maximum return.
* Prepares various presentations and reports for senior level staff, elected officials, and the public.
* Assists with the administration of the City’s water billing program.
* Responds to complex and technical inquiries from other agencies and governmental units regarding City financial matters.
* Serves as project manager for software conversions and develop paperless financial procedures in software.
* Attends Finance Committee meetings, prepares and presents reports; prepares summary notes of meetings; prepares financial related motions for action by the City Council.
* All other duties as assigned.

**Required Education, Experience, Licensing, and Certifications**

* Bachelor’s Degree in Accounting, Finance, Public Administration or related field and five (5) years progressively responsible experience.
* Must have five (5) years previous supervisory experience.
* Previous municipal experience preferred.
* Previous Tyler Tech/Munis experience preferred.
* Certified Public Accountant or Certified Public Financial Officer preferred.

**Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.  Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

* This is considered a light duty, office position.
* This position will be required to attend meetings outside of normal operating hours both in person and virtually.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time.  The duties listed above are intended only as illustrations of the various types of work that may be performed.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Signature Name (Printed) Date**