

Assistant Finance Director

DEPT: Finance
DIV:
DATE: July 2016

FLSA: Exempt
EEOC: Professional



POSITION SUMMARY

Performs a variety of **working level, professional and technical duties** as needed to monitor and implement financial reporting, budgeting, accounting, and asset and risk management functions of Lehi City and its various departments. Assists in the oversight of accounts payable and payroll functions.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Finance Director.

SUPERVISION EXERCISED

Provides close to general supervision to Payroll Coordinator and Accounts Payable Clerk.

ESSENTIAL FUNCTIONS

Functions as a member of the city management team; assists finance director in establishing departmental goals and objectives; attends senior staff meetings and participates in citywide decision making processes.

Coordinates city-wide budget process; assists various department heads in the analysis and development of budget proposals; evaluates the adequacy of established service fees and recommends changes; assists with various fiscal administration and review projects, works with external auditors and prepares audit work documents; reviews various system entries to verify accuracy for GAAP reporting.

Monitors supporting journals, cash receipts, cash disbursements and general journal; verifies proper account coding; executes corrections or adjustments as needed; determines actual cash balance of funds and compares to control balances; reconciles discrepancies; performs ongoing and monthly comprehensive bank reconciliation of book and bank balances to true cash balances for various funds; reconciles receipts and payments; makes correcting adjustments as needed.

Oversees city accounts payable including pre-audits, purchase orders, payments, invoicing, account coding, purchases and payments.

Monitors processes for receiving and disbursing city finances as well as maintaining complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances.

Directs the preparation of billings and audits as required; monitors processes for receiving and disbursing city finances and maintaining records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances.

Reconciles discrepancies; performs ongoing and monthly comprehensive bank reconciliation of book and bank balances to true cash balances for various funds; reconciles receipts and payments; makes correcting adjustments as needed.

Formulates accounting data for entry into computer; produces detailed reports for various funds, budgets and accounts; develops and writes detailed procedures necessary to generate specialty reports; recommends and establishes tax rates and prepares financial reports for state auditor.

Coordinates annual external audit; directs and coordinates year-end closing functions; posts fund transfers, posts auditors entries, posts adjusting journal entries; prints year end reports; prepares annual financial report and historical reports; implements outside recommendations to enhance quality of financial management.

Develops procedures and computer programs for the control and tracking of fixed assets; assures accountability of fixed assets and supervises annual inventory of the same.

Implements and maintains inventory system; coordinates with department head to assure proper use of purchase order system; supervises accounts payable, assures proper receipt of discounts and best pricing; assures timely payment of obligations; performs quarterly analysis of accounts payable; maintains accounting system software; develops and administers internal control policy.

Provides support for city payroll administration; develops and implements changes in the city system to assure efficiency and accuracy; monitors payroll procedures to control proper payment of taxes and processing of voluntary and mandatory deductions.

Formulates accounting data for entry into computer; produces detailed reports for various funds, budgets and accounts; develops and writes detailed procedures necessary to generate specialty reports; recommends and establishes tax rates and prepares financial reports for state auditor; oversees bond statements; monitors sales and use tax activity and disposition.

Acts as internal auditor; assists in audit programs, updates technical flowcharts showing significant or transaction cycles; updates evaluation worksheets and methods involving analysis of flowcharts, identification of control strengths and weaknesses; prepares analytical review of financial and operating data; maintains working papers showing scope, procedures performed, findings, conclusions, continuity and frequency of audit work; establishes audit trail.

Analyzes accounts and prepares trial balances; examines department and division records and operating procedures; verifies compliance with established plans, policies, procedures and control systems; assures compliance to regulatory and statutory guidelines; monitors the adherence to GAPP and related technical pronouncements;

Provides support in the preparation and processing of various state, local, and federal reports; submits reports to proper authority for review; prepares monthly, quarterly or annual financial reports and the payments related to payroll including federal taxes, state taxes, unemployment compensation, state industrial insurance, retirement, credit union, COBRA, etc.

Develops procedures and computer programs for the control and tracking of fixed assets; assures accountability of fixed assets and supervises annual inventory of the same; acts as civil infractions hearing examiner.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in accounting, finance, business administration or related field;

AND

- B. Four (4) years of responsible experience related to above duties;

OR

- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of generally accepted accounting principles (GAAP) established by AICPA and GASB; professional accounting standards and ethics; generally accepted accounting principles ; laws and regulations pertaining to tax reporting, practices and procedures; municipal organizations and department operations including applicable laws and regulations; budgeting, accounting and related statistical procedures; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (Windows) in utilizing various programs to produce or compose

formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be bondable. Preference given for credentials as a Certified Public Accountant.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)