CITY OF ALACHUA

JOB DESCRIPTION

ASSISTANT FINANCE DIRECTOR

DEPARTMENT: Finance

REPORTS TO: Finance Director

SUPERVISES: Accountant, Financial Management Analyst

FLSA: Exempt

GENERAL DESCRIPTION:

Exempt managerial and administrative position with responsibility to assist in all areas of Finance Department operations, including performing technical accounting and fiscal management tasks as well as Utility Department Operations. Work is performed under the general direction of the Finance Director.

ESSENTIAL JOB FUNCTIONS:

1. Provides planning, direction, coordination and administration of all activities and personnel of the City's Budget, Accounting activities to include accounts receivable, accounts payable; fixed assets and general ledger, and Utility Billing and Operations functions.
2. Provides continual account analysis.
3. Reviews accounting procedures and policies, recommending and/or implementing modifications to enhance efficiency and effectiveness.
4. Assists in formulating budgetary and fiscal policies and ensures performance with approved policies.
5. Coordinates preparation of revenue and expenditure forecasts for current and future year financial planning.
6. Directs the monitoring of the City's budget, including operating, capital and personal services budgets.
7. Controls financial transaction inputs.
8. Supervises/participates in closing accounts and balancing functions
9. Oversees maintenance of revenue and appropriation records.
10. Analyzes, reconciles and prepares financial statements and various reports; prepares various reports, forms and statements; compiles fiscal estimates and fiscal reports
11. Monitors internal controls and system procedures.
12. Accesses, inputs and retrieves information and data from a computer.
13. Assists in maintenance of general accounting system for the City government and units thereof.
14. Assists in budget preparation and establishing controls for budget administration.
15. Assists in cash management as well as performing investment activities and bond management programs.
16. Oversees Utility Billing and Operations and ensure efficient and effective processes and procedures
17. Works as liaison for external audit processes
18. Recommends selection, promotion, discharge and other appropriate personnel actions.
19. Serves as Department Supervisor in absence of Finance Director.
20. Assists Finance Director as directed.

(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 marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of governmental accounting principles, practices and reporting requirements. Knowledge of laws, ordinances, regulations and statutes which govern City finance functions. Knowledge of principles, practices, methods and theories of governmental budget management, and the ability to apply such knowledge in the preparation, monitoring and forecasting of a major budgetary operation. Knowledge of organizational structure, function, operation, objectives and goals of municipal government. Knowledge and comprehension of accounting software and in how they interact. Ability to manage and supervise effectively. Ability to provide a high degree of computer knowledge. Ability to work, train and to manage general accounting personnel. Ability to provide accurate, complete financial reports on a timely basis. Skill in preparing reports.

EDUCATION AND EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor's Degree in Business or Public Administration, Accounting, Public Finance or a related field.

Five (5) years of progressively responsible management and supervisory experience in governmental accounting and financial management with at least two years at a supervisory level.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Certified Public Accountant or Certified Government Finance Officer preferred.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without corrections).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.
Ability to access, input and retrieve information from a computer.
Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

_____ _____

Employee Name (please print) Date

_____

Employee Signature