

## **POSITION DESCRIPTION**

Position Classification: Assistant Finance Director  
Department Division: Finance  
Salary Range: \$5,814-\$6,877/Month DOQ  
FLSA Status: Exempt  
Revision History: February 2018

Union Status: N/A  
FLSA Status: Exempt  
Employment Status: FT

### GENERAL PURPOSE/SUMMARY

This is a professional, administrative position, directing all activities of the Finance Department.

Work involves responsibility for financial planning and investing, budgeting, data processing, revenue administration, investment of city monies, public utilities accounting, cemetery accounting, special assessment accounting, assisting in City finance operations, statistical data accumulation for the City and purchasing and services necessary for the department.

Serve as a resource to departments and performs designated duties of the Finance Director in the Finance Director's absence.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the City Finance Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in planning, organizing and directing the financial planning and financial administration of the City.
- Helps prepares monthly, quarterly and annual budget reports.
- Assists the Finance Director in the request, assembly and presentation segments of the City budget preparation and submits preliminary budget to the Mayor for his/her presentation to the Council.
- Estimates revenues and probable tax yields for the City and prepares special other forecasts as required.
- Directs and participates in the review of all financial transactions, investments, and controls the expenditure of City funds within legally appropriated limits.
- Enforces compliance to generally accepted accounting standards and legal requirements as set by the State Auditor, Attorney General and Legislature.
- Assists in providing administrative supervision over the central accounting activities of accounts payable, credit and collections, utilities accounting and cemetery accounting.
- Supports the computer systems development and systems integration for all accounting and budgeting operations and any other data processing needs that might arise.
- Signs legally authorized checks for the City.
- In absence of the Finance Director will participate in the development and implementation of advanced municipal finance policies, attends City Council, *Regulatory Committee* and Department Head meetings.

- Assists in coordinating all financial policies to other City Departments.
- Exercises general control and supervision over Department purchasing, duplicating and messenger/mail service.
- Performs any and all special assignments as directed by the Finance Director.
- Provides assistance to the City Finance Director and functions of reporting, recording, filing, and maintenance of office City records.
- Prepares billings for state and federal grants and helps ensure legality.
- Performs other related duties as required.

### WORK ENVIRONMENT & EQUIPMENT OPERATED

The noise level in the work environment is usually quiet.

Personal computer, including word processing, spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The ability to operate a motor vehicle in order to attend off-site meetings, conferences and training may be required.

### DESIRABLE KNOWLEDGE, SKILL AND ABILITY

- A four year degree in accounting or business administration or a closely related field.
- Thorough knowledge of advanced principals of public finance administration, with particular reference to budgeting, accounting and data processing.
- Thorough knowledge of ordinances and State law governing the financial administration of municipal government.
- Considerable knowledge of the functions, organization, staffing and operating procedures of City government.
- Ability to develop written accounting policies and procedures, which are to be used as operating guidelines of the finance department.
- Ability to analyze and interpret the financial operating data of the City to ascertain the accuracy of such data.
- Ability to plan, assign and direct the work of technical subordinates.
- Ability to establish and maintain effective working relationships with subordinates, City officials and general public.
- Ability to express himself/herself clearly and concisely, both orally and in writing.

## SPECIAL REQUIREMENTS

- Valid WA State Driver's License.
- Criminal background check.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## SELECTION GUIDELINES

Formal application, supplemental questionnaire, selection committee evaluation and short list, interview short list candidates, reference checks and selection by mayor or designators.

Executive search firms may be used at the discretion of mayor in lieu of internal process.

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.