

TITLE: Deputy Director of Finance
PG: GX
DEPARTMENT: Finance
REPORTS TO: Director of Finance
REVISION DATE: SEPTEMBER 2016

PURPOSE OF POSITION:

The purpose of this position is to perform professional and administrative work regarding the financial activities of the City; does related work as required. Work is performed under the regular supervision of the Director of Finance. Supervision is exercised over subordinate clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists in the preparation and maintenance of financial records and budgets.
2. Assists in all office functions including but not limited to grant tracking, accounts payable, accounts receivable, payroll, banking, billing, data processing, accounting, and investments.
3. Maintains general ledger and financial statements.
4. Coordinates the preparation of the annual budget.
5. Develops and updates various schedules and reports.
6. Troubleshoots and assists with unusual or difficult problems relating to billing, revenue and accounting procedures.
7. Coordinates month end closings and financial reports.
8. Assists auditors with annual audit.
9. Maintains cash management for City funds and investments.
10. Acts as Director of Finance during extended absence of Director.
11. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

A four year degree from an accredited college or university in accounting, finance, or business administration with emphasis in accounting and/or finance. Must hold CMFO certification or be able to obtain certification within 2 year from date of hire, as required by the State of Tennessee, or be exempted from the certification as noted in T.C.A. 6-56-405. Supervisory experience a plus.

Must have valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of accounting theory and principles and their application.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Thorough knowledge of standard office procedures, practices and equipment.
- Ability to prepare informative financial reports.
- Ability to plan the work of employees engaged in the preparation and maintenance of financial and statistical reports, records, and documents.
- Ability to make complex arithmetical computations accurately and rapidly.
- Ability to prepare complex financial records and reports using financial software and/or Excel.
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.

- Ability to establish and maintain effective working relationships with City officials, employees, and the general public.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment, including computer hardware and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Physical activities include reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening.

Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.