Title: Assistant Finance Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to supervise all accounting personnel, invest idle funds, oversee maintenance of accounting records, assist the Finance Director in managing the operations of the Finance Department and perform other various accounting functions. This is accomplished by overseeing the work of all accounting personnel to ensure work is properly allocated and completed in a timely and accurate manner; creating and maintaining investment, bond payment and grant and capital project revenue and expense schedules; utilizing software systems; balancing check books and bank statements; verifying financial documents; creating journal entries; writing checks; preparing deposits; opening new bank accounts; ensuring accuracy of bank records and cash reports; assisting auditors; creating, maintaining and closing out general ledger monthly and yearly; keeping track of Finance Department storage files; gathering and sending information when requested; performing internal audits; assisting in the preparation of the annual budget; and verifying pledged securities. Other duties include performing duties in the absence of the Finance Director, managing and maintaining the Loss Fund, maintaining a list for cellular phones for all City departments; tracking and accounting for all miscellaneous revenue; cross-training in Finance Department offices; assisting the fire department in auditory functions; and completing other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Completes various accounting duties by; monitoring cell phone bills for usage, account coding and contact person for all city wide cell phones; prepares all FEMA forms when an emergency has been declared and works with FEMA representatives in the submittal of all information; critiquing bond sales; maintaining a schedule for bond payments and prepares scheduled bond transfers as set forth in the bond ordinance;; reconciling property tax distribution to ensure proper transfer of collections for the Fire Department; gathering and preparing a spreadsheet to submit to the Fire Department auditor; tracking Finance Department storage files; managing miscellaneous revenue; receives, verifies, prepares	20 %

		deposits and paperwork for distribution of police forfeiture funds received from the Police Department; verifying and authorizing the release of pledged securities; prepares monthly Excel spreadsheet for breakdown of expenses, pooled cash and tracking of reserve balance that is emailed to the Section 8 accountant; prepares a yearly uncollected property report for unclaimed checks that is submitted to the Louisiana State Treasury office; complete any functions assigned by the Finance Director. Completes all Governmental surveys; Completes Form 8038 CP for Taxable Water Bond Interest subsidy; Reviews WJHMA Event check-out sheets and approves payments to promoter and workers. Reconciles cash collections for all events; Prepares all Bond issuance pay requests as needed for review by Finance Director.	
2	S	Evaluates cash flow for various accounting functions; by performing end of day cash collection procedures from financial software to process daily packets for departmental and online collections; reconciling bank statements and preparing cash analysis report for bank balances; maintains, creates and posts journal entries; balances account ledgers; determines transfer of funds needed and within guidelines of the Standard Governmental Accounting Procedures; follows bond schedules provided by bonding attorney; determines length of investments by creating and maintaining investment schedules by funds, maturity dates and banks and reviewing information provided by investment advisor; Makes recommendation for determination of investments.	10%
3	S	Verifies financial documents for contractor application for payments and maintenance of grant revenues and expenses by creating account codes specific to grants and projects for tracking purposes; file folders created for each project and/or grant with copies of contracts, grant agreements, council agendas, miscellaneous correspondence and grant reimbursement request; computer spreadsheets are used for tracking expenses and revenues and used in grant reimbursement request; these spreadsheets are used in preparation of the annual budget and work papers for the annual audit; codes invoices for payment processing, verifies availability of funds. ·	10%
4	S	Assists auditors in the annual audit by preparing bank, attorney and revenue confirmations; prepares various spreadsheets regarding investments, debt activity, monthly transfers, various revenues, original and final budget, trial balance, organizational chart and chart of accounts; preparing year end revenue accruals	25%

		and payable journal entries; running various reports from financial software and importing into Excel spreadsheets; closing out fiscal year; performs analytical procedures on various account codes prepared by auditors in variances in budget and year comparisons; reviews and post audit journal entries; reviews audit draft report for accuracy of numbers included in the various schedules and notes of the audit report. Gathers payroll data information to be inputted into a spreadsheet per GASB 75 regulations and submitted to actuary for evaluation and reviews actuary report that is prepared and used in the annual audit. Maintains records and spreadsheets regarding costs for insurance, claims and lawsuits. Reviews the Management Discussion and Analysis prepared by the Finance Director.	
5	S	Assists in preparing the annual budget by copying previous years files to new files; inputting original budget and previous years actual expenses from audit trial balance into appropriate columns; reformats all spreadsheets as needed for the new budget as needed for the new budget year; inputs estimated revenue and all grant amounts; completes spreadsheet for salaries and benefits used for estimated and proposed budget and inputs all information into budget and note pages for all salary positions; completes and updates budget spreadsheets for bonded indebtedness, property tax summaries; prepares links used in spreadsheets; prepares charts and graphs that are used in budget; and prepares procedures and training for departmental director's input of budget into financial software. Reviews budget amendments prepared by the Finance Director for account codes, budget and calculations. Assists with preparation of the annual City Budget as follows: Prepares Loss Fund departmental budget; Compiles budget spreadsheet for salary and fringe; Reviews budget summaries prepared by the Finance Director; Reviews budget message prepared by the Finance Director.	20%
6	S	Performs Incode (Financial software) administration by overseeing the modules by running live updates on a daily basis; scheduling and overseeing the version upgrade when available; assists in setting up employees for module use and account codes; prepares step by step procedures for various applications that are used as training guides for employees; trains employees on financial software; analyzes hardware and software for financial software applications; oversees all modules and contacts Incode when problems arise with software, hardware or programming errors arise and contact person for Disaster Recovery set up if needed.	5%
7	S	Performs duties in the absence of the Finance Director by supervising the Finance Department's employees, attending Administrative staff and City Council Meetings. Approves purchase requisitions and invoices. Approves utility debit and credit memos.	5 %
8	S	Manages the Loss Fund (46) which includes the following: Review, analyze and project insurance costs for claims and lawsuits; Maintains records	5%

Assistant Finance Director (Previously Accounting Manager)

and spreadsheets regarding costs for claims and lawsuits; Reconciles insurance spreadsheet monthly; Completes Loss Fund report quarterly.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires a Bachelor's degree in Accounting or an equivalent combination of experience and education in governmental accounting systems.
Experience	Up to and including five years with thorough knowledge of laws and regulations governing fiscal record keeping.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	This job does research, prepares and reviews recommendations for organization-wide budget expenditures, revenues and investments; prepares various documents used in budget and audit process; compiles data from computer spreadsheets and financial software and enters and/or oversees data entry for budget preparation for all departments; has the responsibility for monitoring budget/fiscal expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Drivers' License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary **X**	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations
Sitting	C	desk work, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	R	files
Carrying	O	files
Pushing/Pulling	F	file drawers
Reaching	O	for files
Handling	C	monies, paperwork
Fine Dexterity	C	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers
Crouching	O	filing in lower drawers
Crawling	N	
Bending	O	filing in lower drawers
Twisting	O	from computer to telephone
Climbing	R	
Balancing	N	
Vision	C	computer screen, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:
Telephone, printer, Microsoft excel, word, outlook, power point, scanner, adobe software, Incode, fax machine, computer, calculator, and copy machine.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:
None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

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SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	Signature of Employee	Date

Job Title of Supervisor	Signature of Supervisor	Date

Job Title of Department Head	Signature of Department Head	Date

Comments: _____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.