



# Assistant Finance Director

**DEPARTMENT:** Finance  
**CLASSIFICATION:** Exempt

**SUPERVISOR:** Finance Director  
**PAYROLL:**

**POSITION SUMMARY:** This position is responsible for supervising and coordinating activities of workers engaged in calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records by performing the duties outlined below. The position serves as back-up and provides support to the Finance Director. Perform duties that involve confidential and sensitive information.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Perform a variety of fund accounting and fiscal management duties including monthly closing process and plays a significant role in annual closing, audit, and budget process.
- Analyze and interpret complex financial data, identify discrepancies or variances, and interpret and apply the correct accounting treatment for resolution.
- Reconcile and balance general ledger accounts to the various subsystems; monitor that expenditures and receipts are properly accounted for; correct miscoding and adjust individual accounts.
- Monitor that internal controls of subsystems are operating properly; maintain and advise the Finance Director if adjustments to financial subsystems are needed.
- Maintain monthly, quarterly, and yearly reconciliation of the various general ledger accounts. Verify accuracy and completeness of the general ledger.
- Maintain and reconcile the City's bank accounts (general account and LGIP account), as well as the general journal, utility cash clearing accounts, accounts payable and accounts receivable.
- Enter, complete, or review journal entries.
- Assist with amendments to the annual budget, including reconciling budget balances with council adjustments.
- Prepare budget to actual reports and monitor expenditures to ensure compliance with adopted budget.
- Participate in the year-end closing. Obtain information for and aid external auditors, as needed. Reconcile accounts for proper reporting, prepare audit work papers.

- In collaboration with the Finance Director, assign, supervise, and advise on the evaluation work of the employees designated under the Finance department.

#### PAYROLL

- Process full cycle payroll including generating checks, direct deposits, NACHA file uploads, deposit approvals and processing transmittals, required payroll reporting and review for accuracy.
- Process annual reporting, state and federal W-2, ACA, Workers Compensation, and PERS. Providing detailed reports, exported reports, spreadsheets, and the ability to present the details for the reporting.
- Maintain employee files in finance software, reporting changes, errors, leave balance adjustments, changes, errors, leave balance adjustments, retroactive pay, garnishments, or any other requested/required payroll deduction.
- Apply FSLA rules and regulations, collective bargaining agreements, and human resource policies for payroll processing and employee-employer relations.
- Use of report writing programs for audits, payroll reports for various payroll related inquiries.
- Use customer service skills with employees, department staff, human resources, and transmittal vendors to answer questions related to payroll processing or other payroll related questions or issues.

#### GENERAL FINANCE DUTIES

- Assist as needed for accounts payable, accounts receivable, utility billing, and customer service.
- Knowledge of generally accepted accounting principles and the fundamental theories in accounting and finance.
- Ability to analyze, research, organize, and compile data into meaningful reports.
- Cross-check accounts when updated to general ledger.
- Maintain cooperative relationships with City personnel, elected officials, and other agencies.
- Provide excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Follow all safety rules established for the work area.
- Other duties as assigned.

## **AUXILIARY JOB FUNCTIONS**

- Serve or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

## **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION / EXPERIENCE**

- Associate's Degree in business, or a closely related field, and three years of governmental accounting experience which includes supervisory or lead worker experience or any satisfactory combination of education and progressively responsible experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Experience processing a full-cycle payroll program with multiple collective bargaining agreements, payroll reporting and related components. Payroll experience in local government is preferred.
- Knowledge of modern principles, practices, and methods of public and governmental accounting including ledger and audit tracking, as it applies to municipal operations. Knowledge of GAAP and GASB principles and how they apply to municipal operations.
- Ability to use a computer to perform the essential functions of the job, knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations are desirable.
- Ability to communicate effectively verbally and in writing.

## **CERTIFICATES/LICENSES/REGISTRATIONS**

- Oregon Government Finance Officers Association (OGFOA) certification or the ability to obtain certification.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.

- Attendance at various meetings may require working after normal business hours.

**PHYSICAL ABILITIES**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**SUPERVISION**

- Works under the general supervision of the Finance Director.
- May serve as supervisor to no more than 4 FTE in the Finance Department in collaboration with the Finance Director.
- May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Assistant Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date