

## **POSITION DESCRIPTION**

### **City of Brewer**

**Class Title: Deputy Finance Director**

Job Code Number:

Department: Finance

Grade Number:

Date: June 29, 2016

Location: City Hall

#### **GENERAL PURPOSE**

Manages the day-to-day operations of the finance office, performing a variety of routine and complex accounting, finance and administrative work to assist the Finance Director/Treasurer in governing the City's finances.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of Finance Director/Treasurer.

#### **SUPERVISION EXERCISED**

Supervises the activity and duties of the Payroll Technician, Senior Accounting Clerk and Accounting Clerk.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversees and performs necessary month-end and year-end procedures to ensure all Funds are in balance, all general ledger accounts are reconciled and that the Appropriation and Revenue controls tie-in. Makes appropriate general ledger journal entries.

Assists Finance Director with administration of the central accounting system and financial software. Conducts day-to-day and year end maintenance of the MUNIS accounting system; works with the City's Technology Director and MUNIS Support to resolve computer problems. Performs end of calendar and fiscal year rolls. Works with the Finance Director and Technology Director on storage, deletion, and other maintenance duties of historical information in the MUNIS system database.

Manages the City's cash balances, forecasts cash flows and is the primary liaison with the City's banking service providers.

Oversees the accounts payable, non-tax and non-utility accounts receivable and payroll processes, including approval of invoices and payments. Oversees the City's Purchasing Card program.

Maintains debt schedules and oversees bond payments and other wires. Manages the City's tax exempt bond filings and post issuance compliance.

Coordinates year-end audit preparation and acts as the prime contact with the City's auditors. Manages preparation of various City schedules and reports necessary for the audit.

Ensures the proper accounting for, expenditure of, and reporting on city, capital, sewer and water grants funds.

Responsible for finance office administration and staff scheduling. Oversees maintenance of Finance Department records under a records management plan.

Manages accounting for City's two wholly owned limited liability corporations using Quickbooks.

Coordinates the updating and development of procedural and descriptive financial manuals.

### **PERIPHERAL DUTIES**

In the absence of the Finance Director/Treasurer, the Deputy Finance Director shall exercise all the powers of the Finance Director/Treasurer.

Serves as a backup to various accounting positions including Finance Director/Treasurer. Provides clerical or technical support to other finance staff as required.

Assists the Finance Director with investments of the city funds in accordance with investment policies and goals.

Assists in preparing investment and month-end summary reports for the Finance Director.

Assists the Finance Director in annual budget preparation and review. Assists the Finance Director, City Manager, and Assistant City Manager in special projects, as needed.

Manages updates to the Finance Department webpages.

Prepares Requests For Proposals for City and Finance Department services, as needed.

Answers cash management and investment related questions.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from an accredited four-year college or university with major course in public finance and accounting is desired, and
- (B) Two (2) years of increasingly responsible related experience, or
- (C) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of internal controls, investment and safekeeping of public funds; working knowledge of governmental accounting principles and practices and the laws and policies that govern them.
- (B) Working knowledge of computers and electronic data processing. Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; to communicate effectively orally and in writing; and to establish successful working relationships.

### **SPECIAL REQUIREMENTS**

None.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet software and Internet; central accounting system computer and financial software; 10-key calculator, phone, fax and copy machine.

**PHYSICAL DEMANDS**

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

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.

**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.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Copy Received: \_\_\_\_\_  
Employee Date

**Effective Date:**  
April 9, 2003  
July 17, 2006  
September 19, 2014  
July 8, 2016

**Revision History:**  
New position  
Changed Gemini to MUNIS; removed school tasks.  
Revised for actual supervision and other responsibilities  
Updated.