



## City of Live Oak

### Assistant Finance Director Position Description

POSITION TITLE	Assistant Finance Director
FUNCTIONAL AREA	Finance Department
PAY	\$47,569.30
CLASSIFICATION	Full-Time
APPROVED/UPDATED	

#### **General Summary**

The Assistant Finance Director is responsible for assisting in coordinating activities concerning the areas of accounting, budgeting, treasury, debt administration, cash management and procurement, and administers the City's insurance program. Must exercise considerable independent professional judgment and initiative in solving accounting problems. Coordinate with staff to ensure managements financial needs are met. Must posses the ability to meet deadlines and prioritize work on a daily basis. This ideal candidate will posses the ability to prepare and analyze complex financial reports and the ability to give presentations, teach, mentor, train, other employees, as well as ability to read and analyze financial reports and legal documents.

#### **Supervision Received and Exercised**

The Assistant Finance Director assists the Finance Director in supervising all personnel and functions of the Department of Finance including the accounting, procurement and cashiering functions, as well as ensuring all aspects of Payroll and personnel.

#### **Essential Duties and Responsibilities**

- Work with other members of the Department to plan, coordinate and administer all financial matters of the City.
- Analyzes, give input and assists in the installation of new or modified fiscal and management systems, forms, procedures and other financial and accounting matters.
- Will be actively involved regarding policies, procedures and regulations to the City.
- Assist the Finance Director develop and manage the City's annual operating and capital budget; forecasts revenues and expenses; works with department heads to develop the annual departmental budget; establishes controls for budget administration.

- Prepares long-range analysis and cost studies of revenues, expenditures and bond issue requirements.
- Manages the procurement function of the City; develops procedures and processes in accordance with financial rules and adopted policies and ordinances.
- Assist with audit schedules and any other information required by the independent auditors; prepares the Comprehensive Annual Financial Report.
- Be involved in Investing funds in accordance with the City's Investment Policy.
- Assist the department to maintain the City's fixed asset records including assets such as land, buildings, equipment, vehicles and other improvements.
- Assist with the City's liability and property damage insurance claims, including but not limited to submitting claims and corresponding with insurance agents on pending items.
- Performs any other duties as assigned by the Finance Director.

## **Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree with major coursework in accounting or finance from an accredited school.
- Certification in one or more of the following is a plus:
  - Certified Public Accountant (CPA)
  - Certified Government Finance Officer (CGFO)
  - Certified Public Finance Officer (CPFO)
- Two to Five years of prior work experience in the design, installation and maintenance of auditing of government accounting systems, or any equivalent combination of training and experience.
- Prior supervisory experience.
- Must possess extensive computer expertise.
- Must be fluent in the English language.

### **Other Required Competencies**

- Thorough knowledge of governmental accounting principles, practices, methods and procedures.
- Ability to evaluate existing accounting methods, procedures and practices and recommend improvements.
- Must be able to present ideas clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with departmental officials, associates, subordinates and the public.
-

### Working Conditions and Physical Factors

- Work is primarily performed indoors in an office environment.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the public through the use of the telephone, e-mail and personal contact.
- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to multiple-line telephone system, desk-top computer, word processor, calculator, copier, scanner and facsimile machine, etc.
- Requires intermittent sitting, standing, walking, bending, crouching and repetitive motion; occasional lifting of light objects.

*The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.*