



Job Title: Assistant Finance Director

Department: Administration

Reports to: Finance Director

Supervises: May supervise other support staff, part-time or temporary employees or volunteers, as requested by the Treasurer or Town Manager

Status: Exempt

Purpose

Assists the Town's Treasurer in the oversight of activities and staff, including revenue collections, accounts payable, accounts receivable, payroll, employee benefits, grant financial administration, sales/use tax compliance/auditing, purchasing, utility accounting and billing, licensing and other functions of the Town's financial operations. Assists the Town's Finance Director in generating financial accounting and reporting reviews, including the annual Audit, internal financial reports for management, status reports for budget maintenance, and fund accounting.

Duties

1. Inputs and verifies approved budgets for all funds/departments.
2. Manages and supervises assigned operations to achieve goals within available resources.
3. Gathers, interprets, and prepares data for studies, reports and recommendations.
4. Maintains financial records for capital projects.
5. Performs work in payroll, associated record keeping and reporting.
6. Provides support and technical assistance to Treasurer in areas of finance administration.
7. Serves as human resource assistant in all areas of personnel and associated record keeping.
8. Prepares and balances various deposits.
9. Assists with various functions of the Finance Department operations.
10. Prepares and balances daily bank deposits for sales tax/business license and utility bill payments.
11. Answers inquiries from permit applicants/commercial businesses regarding tax collection, legislation and licensing procedures.
12. Processes bi-weekly payroll related deposits and payments.
13. Ensures accuracy of payroll data.
14. Meets required bank deadlines to ensure processing occurs in a timely manner.

ADDITIONAL RESPONSIBILITIES

1. Attends Town Board and other meetings as required.

2. Community involvement relating to Town financial issues, programs, and projects.
3. Provides overall support regarding financial/budget issues to all areas of the organization.
4. Develops finance-related ordinances and resolutions as required.
5. Attends workshops, seminars, and schools as applicable.
6. Other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation, with a Bachelors Degree, from an accredited college or university with a degree in Business Administration or a closely related field; accounting emphasis required.
2. Three years experience in governmental accounting with at least one year as a Town Accountant in a similar-sized Town or as a Controller in a larger-sized Town.
3. Valid Colorado Drivers license.

Necessary Knowledge, Skills, and Abilities:

1. Extensive working knowledge of principles and techniques of governmental accounting standards and budgeting; federal, state and local laws and guidelines for fund administration.
2. Ability to communicate effectively, verbally and in writing, with Town staff, elected and appointed officials, and the general public.
3. Ability to establish effective working relationships.
4. Supervisory and management skills to oversee, and direct the Finance Department.
5. Working knowledge of personal computers and financial accounting software; including knowledge of a Windows-based general ledger environment.
6. Skill in the operation of general accounting tools and equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk, hear, or walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally stoop or kneel. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

Work is performed mostly in an office setting. The noise level in the work environment is typical of the modern office, and is generally quiet to moderately noisy.