

NOTICE OF JOB OPENING

POSITION:

Deputy Finance Director
(Full-Time)

DEPARTMENT:

Finance

PAY SCALE: \$47,500-\$52,500/annually
(Depending on qualification/experience)

POSITION SUMMARY:

Under the supervision of the Finance Director, plans and directs the financial accounting and treasury functions of the City. Oversees and supervises the work of employees assigned to financial services. Assists the Finance Director in accurate accounting of all City funds; monitoring investment performance; tracking capital assets and depreciation; monitoring ongoing expenditures; collecting taxes and other receivables; administering payroll and accounts payable. Also assists with debt issuance and management; and assists in preparation of the annual budget.

Education / Experience / Knowledge:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- Educational requirements include a Bachelor's degree in accounting, finance, business, public administration, or related field, or equivalent. Necessary experience includes five years in professional accounting or financial management in a municipal setting.
- Comprehensive knowledge of the principals and practices of municipal finance, accounting, and investing.
- Thorough knowledge of municipal operations and of the underlying laws, ordinances and regulations governing such operations.
- Good knowledge of and ability to operate computers and financial-based software.
- Ability to evaluate and control a variety of municipal financial services, analyze operating problems and make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment and initiative and when dealing with employees, City Administrators and officials, professional contacts, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to interact with the public in a respectful and professional manner.
- Ability to supervise and oversee the work of others.