JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Finance

LOCATION: Lebanon, OR
DATE: April 2015

JOB TITLE: Assistant Finance Director
JOB STATUS: Exempt
FLSA EXEMPT: Yes

PURPOSE OF POSITION: Manages day-to-day city-wide accounting and auditing; performs more complex accounting and auditing functions of specialized accounts and records; prepares financial statements, records and reports, prepares payroll and related reports and reconciles benefits; supervises staff performing technical general accounting functions. Acts as the Finance Director in his/her absence.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Assign, supervise and evaluate the work of the Finance Staff. Resolve employee complaints make recommendations to the Finance Director regarding hiring, discipline, termination and other personnel matters on assigned personnel.

2. Manages, reviews, maintains and analyzes city-wide accounting functions. Performs complex accounting adjustments. Prepares special and recurring general accounting reports, financial statements, statistical reports, budget reports, reconciliation or other documents as required. Reviews all entries to accounts for possible errors, proper documentation, and authorization. This will comply with internal control processes of segregation of duties.

3. Prepare/review monthly statements and reports related to City’s financial affairs; provide information and training to employees and Management on financial issues, budgeting/auditing process, etc.

4. Prepares or verifies and encodes requisitions, invoices, or other transaction documents for accuracy, completeness and compliance with organization regulations; approves transaction documents within designated limits.

6. Contacts department personnel or other appropriate personnel regularly to resolve problems; keeps all parties informed and serves as a reference source; composes correspondence of a technical nature pertaining to financial policies and procedures.

7. Reviews Finance record keeping practices and procedures and recommends changes as needed.

8. Reviews and monitors inventory accounting. Oversees city-wide fixed/capital asset records as well as reserve accounts. Reviews and monitor policy and procedures affecting city’s fixed/capital assets in all department/funds. Coordinates with the Finance Director and Department Managers to assure that all fixed assets are properly accounted for and property insurance coverage, records, and claims are complete and updated.

9. Performs, audit and analysis of payroll, accounts payable and project accounting to assure proper accounting procedures are followed and operations are conducted in conformance with established accounting policies and procedures; advises Finance Director regarding problem areas or suggested policies or procedures. Implements changes and updates as needed.

10. Provides system operations training for all accounting personnel as well as city-wide personnel utilizing accounting system. Assists with problems that arise from daily use, loading new modules as needed, and writing “user guides”.

11. Coordinates annual audit with external auditors and accounting staff. Prepare/review end-of-the-year adjusting entries and schedules for the annual audit. Works with the auditors in answering questions, providing necessary information and explaining accounting/financial system. Develops audit programs and procedures. Assigns accounting staff audit responsibilities. Ensures that complex schedules are complete, and oversees the completion of audit work by other staff members. Responsible for ensuring that preparation for audit is completed prior to annual audit. During audit assists auditors with any issues that may arise and provides information as required. Review audit results and implement necessary/recommended internal controls and/or other revisions.

12. Manages the day to day operation of water, wastewater and stormwater customer billings, service connections and overall customer service. Including, reviewing periodic adjustments and fees. Resolve utility customer complaints and/or issues.

13. Manages and process payroll including: researches discrepancies between employee, payroll benefit providers and government agencies to ensure accuracy of records and maximizing eligible payments. Reconcile and prepare payroll related reports (941’s, W-2’s etc.). Prepare and electronically transmit tax deposits for federal and state withholdings. Identify and resolve software and/or procedure problems related to payroll and benefit processing. Maintain and administer Public Employees Retirement System (PERS) and Oregon Public Service Retirement Plan (OPSRP) reporting. Prepares monthly payroll, calculates pay adjustments, monitors accruals and inputs any and all personnel and pay adjustments.

14. Keeps up to date on changes to state, federal and local law; union contracts, retirement and insurance plans.
15. Ability to communicate effectively orally and in writing with other professionals and the general public.

16. Ability to establish and maintain effective working relationships.

17. Ensure compliance with and follow all safety rules and procedures established for work areas.

18. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals and meeting with others in area served.

19. Miscellaneous other duties as directed by the Finance Director.

20. Maintains regular job attendance and adherence to working hours.

21. Possess and maintain a valid Oregon Driver’s License with an acceptable driving record.

**AUXILIARY JOB FUNCTIONS:**

1. May perform routine accounting tasks as workload or staffing levels dictate.

2. Act as the Finance Director in his or her absence.

3. Maintain work areas in a clean and orderly manner.

4. May be required to attend City Council Meetings and report to City Council in the absence of the Finance Director.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**MANDATORY QUALIFICATIONS:**

**Education & Experience:**
1. Bachelor’s Degree in Business Administration, Finance or Accounting
2. Three (3) years’ experience as a full charge accountant and at least three (3) years of management responsibilities, or any satisfactory combination of experience and training which demonstrates the skill set to perform the Essential Job Functions/Duties & Responsibilities.

2. Advanced knowledge and experience of reporting requirements for GASB and CAFR.
3. Successful fiscal operations including but not limited to: accounting, reporting, capital asset management, debt management, budgeting, purchasing, auditing procedures, and personnel supervision.
4. Three (3) years’ experience in administering the payroll, benefit and employee relations duties associated with the essential job tasks listed above.
5. Must possess the skill to effectively and clearly communicate, orally and in writing.

**Licenses & Certificates:**
1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Possess or the ability to obtain a valid Oregon driver’s license within the first 30 days of employment.

**DESIURABLE QUALIFICATIONS:**
1. Municipal experience.
2. Possession of Certified Public Accountant license.
3. Certificate in accounting from an accredited institution.

**Knowledge of:**
1. Advanced principles, practices, and techniques of finance, public administration and City government.
2. Common personnel policies.
3. Government budget policies and procedures.
5. Principles and practices of management and supervision.
6. Advanced principles of financial administration.
7. Advanced reporting and disclosure requirements of government entities.

**Skill in:**
1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
2. Planning, coordinating, and directing the day to day operations of the Finance Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Communicating effectively, both orally and in writing.
10. Use of Microsoft Office and applicable financial software.

**Ability to:**
1. Communicate orally and in writing in a clear, concise and convincing manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.
5. Handle urgent situations in a professional, effective and efficient manner.

**PHYSICAL DEMANDS OF POSITION:**
1. Frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 20 pounds.
3. Character and flow of work involve normal mental and visual attention.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel required.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervising 4 to 5 FTE.

**SUPERVISION RECEIVED:** Works under the direction of the Finance Director.

Approved by City Manager  
April 2015