

**City of Belton**

**ASSISTANT DIRECTOR, FINANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Department:  Reports to: | **Finance**  **Director, Finance** | Revised Date: | **June 2022** |

**GENERAL PURPOSE:** Under general direction, performs a variety of supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City; coordinates daily operations within the department; provides responsible technical support to the Finance Director.

PRIMARY **DUTIES AND RESPONSIBILITIES:**

*The following duties* ***ARE NOT*** *intended to serve as a comprehensive list of all duties performed by all team members in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

* Manages and supervises daily operations to achieve goals within available resources; plans and organizes workload and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and suggests changes as needed.
* Plans, organizes, supervises and participates in various aspects of the department’s service responsibilities, which include budgeting, payroll preparation, accounts payable, utility billing and cashiering.
* Assists and provides leadership in developing official plans, policies and procedures and communicates these to City management staff, City Council, boards, commissions and the general public.
* Provides professional advice to City management staff; makes presentations to City Council, boards and the general public.
* Supervises and assists in the analysis and preparation of various financial statements and reports.
* Oversees and maintains internal controls to assure generally accepted accounting and auditing procedures as well as City policies are followed.
* Supervises and performs reconciliations of financial ledgers and records.
* Provides and assures that each employee of the department provides excellent customer service.
* Assures adequate, trained staffing is available at all times. Identifies need and provide for the training of employees.
* Prepares financial reports and oversees the annual independent audit of the City’s financial statements; assists in the year-end close of the general ledger and financial reporting.
* Coordinates and assists in development and preparation of the budget document; monitors revenues and expenditures and provides progress reports on the financial well being of the City and effective use of budgeted funds, personnel, materials and facilities.
* Coordinates and provides assistance to the City’s independent auditors and auditors from other agencies.
* Oversees and conducts accounting work relating to grant program reporting and compliance, develop and implement relative policies and procedures.
* Prepares a variety of studies, reports, and related information for decision-making purposes.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor’s Degree in Accounting, Finance, Business Administration or related field and five years of progressively responsible accounting or municipal finance experience; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

None.

**Required Knowledge of:**

* Accounting theory, principles, and practices; Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) principles; and audit standards.
* City policies and procedures.
* Internal control procedures.
* Accounting software and automated financial systems.
* Payroll and accounts payable functions.
* External and management reporting requirements and report preparation.
* Program/project management techniques and principles.
* Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
* English usage, spelling, grammar, and punctuation.
* Principles of business letter writing.
* Principles and practices of governmental budget preparation and administration.
* Supervisory principles, methods and techniques.

**Required Skill in:**

* Utilizing personal computer software programs and other relevant investment management software affecting assigned work and in compiling and preparing spreadsheets.
* Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
* Interpreting various financial/fiscal reports, bank statements, journal entries, and ledgers sufficient to prepare reports, resolve issues/problems, or explain entries.
* Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them to staff and other constituencies.
* Preparing and analyzing complex data and numerical computations and comprehensive reports.
* Maintaining confidentiality and communicating with tact and diplomacy.
* Responding to inquiries and in effective oral and written communication..
* Communicating effectively verbally and in writing.
* Supervising, leading, and delegating tasks and authority.

**Physical Demands / Work Environment:**

* Work is performed in a standard office environment; may be required to travel to various sites, locations and/or events/conferences.