



Position Title: Assistant Finance Director
Service Type: Classified
Reports to: Finance Director Employment
Type: Part-Time

Status: Exempt

Posted Date: June 7, 2023

City of Bellefontaine Neighbors Position Description

Nature of Work – General Description:

This position includes responsible administrative and managerial work in the administration of the financial accounting and payroll operations for the City. Work involves budget preparation, analysis, and administration under the direct supervision of the Finance Director. Essential Functions of Work: (May not include all duties performed)

- Assists the Finance Director in administering appropriations as outlined in the annual budget. Reviews all accounts payable and receivable entries to ensure funds are received and expended from the proper accounts. Prepares periodic financial reports to staff as required by Finance Director. Assists other departments with questions regarding the status of accounts, budgets, and projects. Assists Finance Director in compiling information for auditors.
- Assists the Finance Director with the development of accounting and purchasing procedures. Prepares forms for use by other departments to facilitate proper accounting procedures. Assists other departments with preparing specifications for bids to reduce the purchase of supplies, equipment, materials, and services.
- Supervises and reviews payroll reports to ensure the accuracy of information and compliance with Personnel Policies and Procedures and various union contracts. Notifies management personnel of any discrepancies and assists with corrective actions needed.
- Prepares the annual budget schedule and the budget document under the supervision of the Finance Director. Estimates municipal revenues for all categories and accounts. Compiles departmental requests for presentation to the Finance Director and City Manager. Assists other departments with the preparation of worksheets and supporting documentation.

- Assists the Finance Director in maintaining the inventory control system for the City. Maintains contact with property/casualty insurance carrier to update addition/deletion of City property and process claims for reimbursement.
- Maintains contract files for all active City contracts and leases. Ensures that contracts are correctly executed. Maintains prevailing wage records for City projects. Assist the Finance Director with compliance with State prevailing wage laws.
- Assists the Finance Director with monitoring income tax collection by the contracted agency. Refers to new residents, businesses, and contractors for the group. Assist with the collection of delinquent taxes.
- Coordinate payment of current debt service obligations for the city. Assist Finance Director with the compilation of data needed to issue new debt.
- Other main job functions include preparing monthly bank reconciliation; preparing invoices for payment due to the City; ensuring the transmittal of daily deposits to the depository; and other related work as required.

Knowledge, Skills, and Abilities:

- Considerable knowledge of governmental accounting, finance, budgeting, and administration principles, practices, and methods, including how various documents and records are formatted for presentation.
- Knowledge of the laws and ordinances governing municipal budgeting and fiscal management, including program budgeting and accounting. Knowledge of the structure, functions, and operations of municipal government.
- Ability to analyze and interpret fiscal records and to prepare accurate and complete reports; ability to design a program budgeting system from the records and available guidelines.
- Considerable knowledge of standard office procedures and practices, business English usage, and reports, records, and files.
- Ability to communicate effectively, both orally and in writing, in concepts, and in real and financial terms and numbers.
- Ability to prepare accounting reports and records.
- Ability to communicate with the public and with municipal staff. Ability to coordinate information between and among the public and staff.
- Accurate data entry skills and attention to detail is a must.
- High proficiency level of skill in using office equipment, including computer and office programs, the copier, fax machines, calculators, and other standard office machines.
- Dependable, reliable, and promptness are a must.

Minimum Qualifications:

a. Education. Graduation from an accredited four-year college or university with primary emphasis in public or business administration, accounting, or a closely related field; graduate work preferred, particularly in public accounting or financial administration.

b. Experience. Direct experience with governmental accounting, finance, budgeting, or administration; experience with Microsoft Office Excel and Word is required.

c. Licensure or Certification Requirements. Certification as a notary public or obtaining certification within six months after hire.

d. Valid Driver's License or Missouri State ID.