



**ASSISTANT FINANCE DIRECTOR  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Assistant Finance Director	<b>CLASSIFICATION:</b> Officials/Administrator	<b>IMMEDIATE SUPERVISOR:</b> Finance Director
<b>PAY GRADE:</b> 144	<b>DEPT:</b> Finance	<b>STATUS:</b> <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Position is responsible for monitoring and analysis of financial balances and transactions; supervision of accounting staff, coordinating the external audit; preparing and assisting with financial reports and statements.

**SUPERVISION EXERCISED:** Accounting Clerk II, Financial/Budget Analyst, Payroll Specialist and Purchasing Specialist.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for all monthly journal entries such as interest distributions and wire transfers for payroll, pension, and debt service payments.
- Monthly bank reconciliations, monthly financial reports generated from the HTE system. Monitors and maintain checking and payroll accounts.
- Monitors and tracks grants reimbursements
- Coordinates preparation of annual C.I.P. budget, monitors C.I.P. project budgets and assists departments with inquiries.
- Runs expenditure and revenue reports on computer and trial balance for all funds.
- Runs transaction reports for revenues, expenditures and general ledger.
- Reconciles fixed asset reports with general ledger activity.
- Oversee fiscal year end closing of financial records
- Review and approve requisitions/field purchase orders for purchases of goods and services. Electronically approve Finance Department invoices for payment.
- Collect monthly garbage fees billing information and provide same to sanitation hauler.
- Prepares monthly statement of impact fees by type.
- Prepares and reviews for submission State reports including; Sales Tax, Public Depositors Report, Annual financial reports filed with Auditor General, unclaimed property, local government financial report, local highway financial report
- Checks for accuracy and makes necessary journal entries.
- Sets up new accounts, funds, etc. when necessary.
- Assists with annual budget preparation.
- Coordinates annual audit, works with auditors.
- Performs daily financial operations including revenues and accounts payable
- Supervises personnel, performs annual performance evaluations, administers discipline with approval of Finance Director.
- Supervises the processing of payroll and payroll tasks.

- Responsible for receipt of all revenues collected. Checks and posts bank deposits. Generates reports.
- Oversees claims filed with FEMA with Finance Budget Analyst.
- Performs duties in the absence of the Finance Director including but not limited to attending weekly department head meetings, council meetings and or other meetings where the Finance Director would be required to be in attendance.

**OTHER DUTIES:**

- Attends meetings and conferences.
- Responds to emergency calls and assigns personnel as needed. Trained in emergency management and FEMA.
- Works with contractors on various projects.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelors degree in accounting or related field;
- At least three (3) years of experience in a supervisory accounting position in a governmental agency;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of governmental accounting methods, maintenance of fiscal records and established procedures in a public agency.
- Working knowledge of audits.
- Ability to handle complex problems encountered on a daily basis, exercise initiative and sound judgment using knowledge acquired through training and experience.
- Ability to establish objectives, effectively train and supervise personnel in job assignments.
- Ability to organize and schedule multiple projects and meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors and other employees.
- Ability to communicate effectively orally and in writing.
- Specific FEMA ICS training

**SPECIAL REQUIREMENTS:** None.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel,

crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

Computer, printer, scanner, calculator, adding machine, copier, typewriter, and other associated equipment. Specific computer software such as Microsoft Office, Laserfiche, AS400/Sunguard/Naviline and other misc. programs.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, background, criminal, credit and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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