



### Assistant Finance Director

<b>Department:</b> Finance	<b>Work Location:</b> 1 N. Prospect Ave.	<b>Date of last revision:</b> 2/22/17
<b>Reports to:</b> Finance Director	<b>Supervises:</b> None	<b>Licenses/Certificates:</b> None
<b>FLSA Status:</b> Exempt	<b>Pay Classification:</b> 10	<b>Hours per week:</b> 40

#### NATURE OF WORK

This is professional accounting work in the maintenance and review of a variety of the Village's financial records.

Work involves responsibility for maintaining financial records in a variety of areas. Work is performed in accordance with established accounting practices and procedures. The employee is expected to exercise considerable independent judgment in solving accounting problems. Work is reviewed through periodic audits and through the review of statements and reports and conferences with the Finance Director.

#### EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Prepares and enters monthly journal entries into the general ledger; recognizes and allocates interest income to Village's funds; records recurring transfers and revenues. Maintains schedules for state shared revenues. Prepares year end accrual entries. Posts subsidiary journal entries and closes the financial period each month. Posts daily cash receipts to general ledger.

Manages payroll function by ensuring departments and contracted service enters payroll and deduction information; processes and distributes checks; prepares payroll reports and remittances. Ensures filing of quarterly and annual Federal and State reports; oversees the sending out of W-2s for

Village employees. Reviews schedule of compensated absences and records the liability at fiscal year-end.

Oversees the accounts payable and accounts receivable processes, and all other routine processes including utility billing and cash receipts; reviews invoices and claims ordinances; prepares 1099s for mailing to contractual businesses. Files Annual Unclaimed Property Report with the State.

Oversees process for Police Pension benefits for retirees; prepares 1099R and Federal reports. Prepares annual census data for Department of Insurance report. Prepares journal entries for investments of the Police and Fire Pensions. Prepares investment schedules for year-end reporting.

Assists in cash management; prepares bank reconciliations, balancing all accounts to the general ledger.

Participates in the annual audit by completing schedules and financial statements; performing reconciliations; preparing audit confirmation letters and work papers and coordinating with departments to obtain required information. Assists in the preparation of the Comprehensive Annual Financial Report (CAFR) by composing the Management Discussion and Analysis (MD&A) and preparing the Statistical Section.

Maintains Fixed Asset records by identifying capital asset transactions; preparing journal entries to record additions, deletions and retirements; maintain depreciation schedules by calculating useful lives and depreciation expense. Prepare capital asset schedules for the CAFR.

Maintains knowledge of current trends and developments in the field by reading appropriate books, journals or other literature and attending related seminars and conferences.

Manages health, dental, and life insurance programs; answers insurance questions from employees and retirees. Maintains personnel files.

Monitors and updates internal control procedures for the Finance Department.

Participates in the implementation of upgrades, additions and changes in automated financial software.

Assists in preparation of annual budget, monitors budgetary expenditures. Distributes expenditure reports to other Village departments.

Prepares financial reports and ad hoc reports.

Operates a variety of office machines including adding machines, computers, and copy machines.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Follows all applicable safety policies and procedures and follows recognized safe work practices.

Reports all accidents, near misses, unsafe conditions and acts to supervisor. Recommends improvement to safety practices.

Takes personal responsibility for preventable accidents. Conducts daily inspection of work area and performs appropriate housekeeping in work area to prevent accidents.

Follows proper lifting/material handling procedures at all times.

## **OTHER JOB FUNCTIONS**

Performs related work as required.

## **REQUIREMENTS OF WORK**

Bachelor's degree in accounting or closely related field; experience in governmental accounting work, preferably at the municipal level; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Knowledge of general and fund accounting principles and procedures, including Generally Accepted Accounting Principles and Governmental Accounting Standards. Knowledge of policies and practices, general ledger maintenance and financial reporting.

Knowledge of accounting, budgeting, and financial software.

Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Ability to maintain financial records and to prepare financial reports.

Knowledge of modern office procedures, practices, and techniques.

Knowledge of modern data processing equipment, software, and procedures used in accounting,

financial management, and budgeting.

Ability to establish priorities and meet deadlines.

Ability to present ideas effectively, orally and in writing.

Strong analytical skills.

Ability to establish and maintain effective working relationships with other staff and officials of other agencies.

Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.

Skill in the operation of devices using alphanumeric keyboards, personal computers, and related accounting and word processing programs.

## **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.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to walk, sit at a work station for a considerable period of time, talk, and hear using electronic communication devices; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.