



1330 S. Big Bend Blvd.
Richmond Heights, MO 63117

www.richmondheights.org

Assistant Finance Director

Dept/Div: *Finance*

FLSA Status: *Exempt*

General Definition of Work

Performs complex administrative work assisting in the management of the department, and related work as apparent or assigned. Work is performed under the general direction of the Finance Director. Supervision is exercised over Payroll Clerk, Accounting Clerk Advanced, and Account Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assists in the creation of department staff key duties and responsibilities; supervises and reviews department staff; assists with training and implementation of procedures.

Reviews general ledger for accuracy; reviews and approves payroll processing entries and journal entries. Confers with the Director regarding any potentially serious concerns.

Reconciles City primary bank account, Court Bond account, and other secondary accounts as well as Police and Community Together (PACT), RH Memorial Library bank accounts, and East Central Dispatch Center (ECDC) bank accounts.

Processes ECDC weekly accounts payable; tracks and bills ECDC for rent, bookkeeping and other incidental expenses due to the City; works with auditors for ECDC annual audit.

Attends meetings, conferences and trainings as necessary.

Processes, distributes and answers questions on weekly Revenue and Expense reports, quarterly financial reports, and other financial reports as needed.

Assists with the creation of the department's Annual Budget; preparation of department's budget Narratives, Goals & Objectives and Accomplishments; and monitors expenses during the fiscal year to ensure budget compliance.

Works with independent auditors on field work, preparation of audit confirmation letters, preparation of requested supporting documentation of financial records, answers questions, creates/updates statistical tables included in the supplemental section of the Comprehensive Annual Financial Report (CAFR), and review of the city's draft CAFR.

Assists in creation and review of reports, memos, Popular Annual Financial Report (PAFR), presentations, etc.

Provides backup for payroll, cash receipts, deposits, accounts payable, and journal entries as needed.

Performs detailed internal audit of court bond processing and procedures; aids with review and update of various Policies and Procedures as needed; tracks and aids with reporting grant receipts and expenditures, special tax receipts and other misc. cash

receipts and disbursements.

Serves as Acting Director of Finance in the absence of the Finance Director.

Knowledge, Skills and Abilities

Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) terminology, principles, methods, and procedures; knowledge of Government Accounting Standards Board pronouncements, terminology, principles, methods, and procedures;

knowledge of general laws and administrative policies governing municipal financing, practices and procedures; ability to apply laws and established policies to the maintenance of financial records; knowledge of governmental accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; general knowledge of and ability to operate personal computers, associated hardware, software including word processing and spreadsheets and peripheral equipment; ability to understand and follow oral and written directions; ability to communicate complex ideas, both orally and in writing; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to plan, organize, direct and evaluate the work of subordinate employees in the specialized field of accounting; ability to establish and maintain effective working relationships with other department heads, governmental officials, elected officials, attorneys, contractors, engineers, vendors, auditors and the general public.

Education and Experience

Bachelor's degree required with coursework in business or accounting, or related field and considerable experience in accounting with supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has normal office environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

Signature

Date