

**CITY OF SATELLITE BEACH**

**JOB DESCRIPTION**

**JOB TITLE: ASSISTANT FINANCE DIRECTOR**

**DEPARTMENT: FINANCE**

**GENERAL DESCRIPTION:**

Professional finance and accounting work supervising various complex and technical accounting activities and functions. Work is performed under the general direction of the Finance Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides supervision of accounting activities and internal audit procedures. Provides continual account analysis.
2. Reviews accounting procedures and policies, recommending and/or implements modifications to enhance efficiency and effectiveness.
3. Controls account payable transaction inputs.
4. Processes and maintains accounts payable activities and functions, including grant, FSA, tuition reimbursement, travel, and vendor reconciliations.
5. Provides advice/assistance/training to departments on accounting policies and procedures. Prepares training documents.
6. Supervises/participates in closing accounts and balancing functions. Cross-trained to perform Accounts Payable, Payroll, Cash Receipts, and Fixed Assets functions.
7. Oversees maintenance of revenue and appropriation records, including NSF letter generation and collections log maintenance.
8. Reviews bank accounts daily. Performs direct deposit transactions.
9. Analyzes, reconciles and prepares various reports for internal and external reporting agencies including department heads, various boards, State and local agency reporting.
10. Assists in processing worker's compensation claims.
11. Supports Grant Administrator function.
12. Reviews Payroll preparation.
13. Oversees annual benefits open enrollment. Provides additional HR support including responding to surveys and employee benefit questions.
14. Assists in the budget preparation.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**ASSISTANT FINANCE DIRECTOR  
PAGE 2**

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- \*Knowledge of governmental accounting principles, practices and reporting requirements.
- \*Knowledge and comprehension of accounting software and in how they interact.
- \*Ability to manage and supervise effectively.
- \*Ability to provide a high degree of computer knowledge.
- \*Ability to work, train and to manage general accounting personnel.
- \*Ability to provide accurate, complete financial reports on a timely basis.
- \*Skill in preparing reconciliations and reports.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Accounting or a related field. Three (3) to five (5) years of accounting experience with a minimum of two (2) years governmental accounting experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None

**ESSENTIAL PHYSICAL SKILLS:**

- \*Acceptable eyesight (with or without correction)
- \*Acceptable hearing (with or without hearing aid)
- \*Ability to communicate both orally and in writing
- \*Ability to sit at a desk and view a display screen for extended periods of time

**ENVIRONMENTAL CONDITIONS:**

- \*Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)