



## Position Description

Title: Deputy Finance Director  
Status: Full Time  
Class Grade: 37 15  
FLSA Status: Exempt  
Department: Finance  
Revision date: August 2022

Nature of Work: This is high level responsible management work of city finance operations, performed under the general direction of the Finance Director and in accordance with applicable policies and procedures. The incumbent is responsible for assisting the Finance Director in the management of the Finance Department, including direct management and oversight of general accounting, AP/AR, treasury, payroll, and auditing activities. This position also manages the annual financial audit process.

Supervision Received/ Exercised: Work with considerable discretion and independent judgement under the general supervision of the City Finance Director. This position directly supervises and evaluates professional finance and accounting staff.

### Essential Duties and Responsibilities:

- Assist Finance Director with overall management of the Finance Department.
- Oversee all aspects of the accounting, reporting, and auditing activities of the City, ensuring compliance with applicable laws, regulations, policies, contracts, and Generally Accepted Accounting Principles (GAAP).
- Maintain knowledge of changes and updates in accounting practice, including requirements issued by the Governmental Accounting Standards Board (GASB).
- Assist the Finance Director in identifying and correcting areas of potential weakness in the City's internal control procedures and in assist in developing and implementing control procedures.
- Use Excel to perform various analysis and functions, as well as Word and general Microsoft software; aptitude to learn and use other types of technology software such as reporting and budget document software.
- Ability to use technology to develop ways to streamline and improve processes; evaluate new technology to use in financial analysis and reporting and make recommendations for use.
- Manage the day-to-day activities and personnel of the Finance department, including hiring, oversight, evaluation, training, discipline, coaching and flow of work.
- Lead the annual financial audit process and preparation of the annual financial report.

- Oversee the functions of accounts payable and receivable, payroll, cash receipts, journal entries and related accounting data, ensuring accuracy and timeliness.
- Assist the Finance Director in the development and administration of annual City budget.
- Maintain the General Ledger, including monthly reconciliation of all general ledger accounts and monthly soft close; coordinate with the school finance staff to confirm reconciliation of School Department accounts.
- Maintain and reconcile cash and investment accounts, allocate interest earnings, initiate fund transfers, making corresponding journal entries and tracking balances to ensure adequate cash flow.
- Assist Finance Director with investing idle cash to maximize return; manage restricted fund investments and calculate arbitrage.
- Assist with the generation of annual Assessor's commitment upload to the tax system and quarterly tax bill generation, as needed.
- Establish and maintain accounts and procedures to assure compliance with State and Federal grant fund regulations, producing detailed reports, maintaining supporting documentation and making draws of grant funds.
- Review activity reports provided by the City's' Trust Fund Manager and make distribution of income and expenses to individual funds.
- Maintain good working relationship with depository bank and other financial institutions.
- Maintain access and working knowledge of federal and state grant agencies.
- Respond to inquiries from City Manager, Council and City departments; provide assistance with interpreting and explaining policies and procedures, providing technical assistance, explaining financial information and overall financial procedure.
- Act on behalf of the Finance Director in their absence.

Required Knowledge, Skills, and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of principles and practices of municipal finance administration, including budget preparation, auditing and fund accounting.
- Ability to do work using an integrated automated financial system and knowledge of financial system setup; thorough understanding of financial system design and analysis.
- Knowledge of principles of supervision and management, including participative management. Ability to lead, manage, motivate, and direct the activities of departmental personnel.
- Ability to establish priorities, organize work and manage diverse workflow with frequent interruptions.
- Facilitation skills with the ability to successfully communicate ideas and concepts effectively at various meetings of boards and committees.

- Extensive knowledge of all aspects of municipal accounting with the ability to analyze and interpret fiscal and accounting records, as well as the ability to prepare accurate and complete financial statement from such records.
- Skilled in use of technology solutions and systems, with the ability to produce customized reports, spreadsheets, and databases.
- Willing to take initiative, be dependable, maintain a positive attitude and represent the organization in a professional, courteous manner.
- Ability to work professionally, safely, and follow all established safety rules and procedures.
- Ability to work in a team environment
- Effective customer service skills with the ability to establish and maintain strong working relationships with the public, vendors, internal departments, other governmental agencies, community organizations and elected officials.
- Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- Ability to communicate effectively in writing and orally.
- Strong interpersonal skills and the ability to maintain confidentiality.

Minimum Qualifications:

Education: Bachelor's degree in Accounting, Finance or related field required. Master's Degree in a finance or business discipline, Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is a plus.

Experience: At least five (5) years of related experience working in municipal government, with experience in governmental audit or non-profit accounting considered. At least three of those year must include supervisory experience. Experience with Tyler Munis software is a plus.

Must possess and maintain a valid State of Maine Class "C" driver's license throughout employment.

A flexible schedule with the ability to attend evening, and occasionally weekend meetings is required.

Physical Demands:

- Work involves walking; talking; hearing; using hands to handle, feel, or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.

- The employee may be required to push, pull, lift, and/or carry up to twenty-five (25) pounds.
- The noise level in the work environment is usually moderately quiet.
- Hours of work are as necessary to accomplish the position's responsibilities. They will often be longer than normal office hours and will require extended hours working at a computer and video display terminal.

*The physical demands and work environment 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 qualified individuals with disabilities to perform the essential functions, provided that such reasonable accommodations do not pose an undue hardship for the City. External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process, on a case by case basis.*

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. 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 need of the employer and requirements of the job change.**