

## **Position Description**

**Position:** Deputy Director of Finance  
**Department:** Finance  
**Division:** Finance  
**FLSA:** Exempt  
**Retirement:** KPERs  
**Effective Date:** August 16, 2022

### **GENERAL PURPOSE**

Assists the Finance Director in the administration and management of the Finance Department. Performs a variety of technical financial tasks and supervises and coordinates staff and activities, as assigned, within the Finance Department.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director.

### **SUPERVISION EXERCISED**

Exercises direct supervision over Accountant, Accountant II and Senior Accountant, with general supervision or oversight by the Finance Director. May assume duties and responsibilities of the Finance Director during his or her absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Assists with or assumes management responsibility for the administration and operation of the Finance Department programs and activities assigned. Specific areas of responsibility include: Accounts Payable and Receivable; Payroll; Capital Assets; Purchasing; and General Ledger.
- Selects, trains, motivates and evaluates assigned personnel; completes formal and informal performance reviews; provide management, supervision and direction, including delegating and assigning projects and tasks to subordinates; identify, provide and/or coordinate staff training and development; work with employees to correct deficiencies; administers appropriate performance counseling and disciplinary action.
- Responsible for oversight and maintenance of the general ledger and subsidiary ledgers.
- Oversees the preparation of the monthly journal entries. Responsible for performing monthly bank reconciliations.
- Oversees and reviews/approves bi-weekly payroll; Approves weekly accounts payable and purchase requisitions.
- Assists with the Capital Improvement Plan and Comprehensive Annual Financial Report (CAFR).
- Coordinates activities of the independent annual audit; responds to auditor inquiries and requests for information; assists in the preparation of the financial statements and ensures conformity with GFOA certificate program.
- Assists with the annual budget and ensures conformity with State Statutes and GFOA certificate program, as applicable.
- Assists with the long-term financial plan.
- Assists with updating and implementing financial policies and procedures.
- Performs technical financial and accounting functions and complex account reconciliations.

- Compose, prepare and review a variety of documents including technical reports and letters, memoranda, specifications, proposals and other related correspondence.
- Performs financial research, studies and analysis.
- Performs in a back-up capacity for payroll, accounts payable, bank reconciliations, cash receipts and accounts receivable.
- Performs other duties as assigned.

### **PERIPHERAL DUTIES**

- Attend City Commission meetings as necessary.
- May serve as a member of various staff committees as assigned.
- Attends all staff meetings and departmental meetings as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Bachelor's degree from an accredited college or university in accounting, finance, business or public administration or a closely related field.
- (B) Minimum of five (5) years of professional finance/accounting experience OR successful completion of the CPA exam and a minimum of two (2) years of public accounting experience.
- (C) Minimum of one (1) year supervisory experience.
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy

#### **Necessary Knowledge, Skills and Abilities:**

##### *Knowledge of:*

- Governmental Accounting theory, principles and practices including GAAFR, GASB pronouncements and GAAP.
- Budgetary, accounting and reporting procedures and systems.
- Public finance and fiscal planning; internal control procedures.
- Purchasing methods and procedures; Payroll and accounts payable functions; Procurement laws and ordinances governing the purchase of goods and services.
- Personal computers and associated word processing, spreadsheets and database software; proficient with Microsoft Word and Excel.

##### *Skills:*

- Excellent organizational skills with a strong attention to detail.
- Effective time management skills; Effective verbal and written communication skills.
- Skill in operating the listed tools and equipment.

##### *Ability to:*

- Research financial data and prepare reports and statements with that data; Perform detailed financial analysis and data interpretation; Use analytical reasoning and problem solving.
- Provide supervision, advise and provide interpretation regarding policies, procedures and standards to subordinate employees.
- Maintain efficient and effective financial systems and procedures; Perform accounting duties efficiently and accurately; Maintain confidentiality.
- Function effectively with minimal instruction; Understand and carry out oral and written instructions.
- Develop and maintain effective working relationships with the public, outside agencies, departmental personnel, vendors and other City employees.

**DESIRABLE QUALIFICATIONS**

- (A) Five (5) or more years of continuous experience relating to governmental accounting, preferably with local government experience in the State of Kansas.
- (B) Experience with Tyler Technology Munis financial software.

**TOOLS AND EQUIPMENT**

Personal computer, including Microsoft Office, word processing, spreadsheet and data base software; financial software; printer; 10-key calculator; copy machine; fax machine; scanner; typewriter; multi-line telephone system.

**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 frequently required to sit; talk; hear; and use hands to operate, finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds, and must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

The noise level in the work environment is usually moderately quiet.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests; oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

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

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date