

## **DEPUTY FINANCE DIRECTOR**

### **Job Summary**

Is responsible for assisting Finance Director in overseeing the general financial affairs of Town.

### **Supervision Received**

Receives general direction from the Finance Director.

### **Supervision Exercised**

Supervises Purchasing/Town Accountant, Account Clerk III, and Account Clerk II positions.

### **Examples of Duties**

Maintains the general accounting records of the Town in accordance with generally accepted accounting principles and with state statutes and regulations

Prepares various management and compliance reports

Prepares monthly analyses of various general ledger accounts for internal control purposes

Audits certain invoices and purchase orders for available appropriations, proper account classifications

Assists the Finance Director in various finance-related matters as they relate to budget and other Town Departments

Prepares and records general journal entries

Maintains the fixed asset accounting system

Reconciles cash accounts to monthly bank statements and to Treasurer's records

Records cash receipts and warrants reported by Town Clerk/Tax Collector and Assessor

Processes monthly departmental allocations of group insurance and telephone, fuel, and vehicle repair costs

Prepares payroll tax returns

Conducts special cost studies and financial analysis at request of Finance Director

Performs other related duties as required

### **Knowledge, Skills, and Abilities Required**

Ability to effectively supervise and lead employees and handle supervisory functions such as reprimands, complaints, etc., in a timely and judicious manner; thorough knowledge of generally accepted accounting principles and ability to apply this knowledge to varied municipal accounting transactions; thorough working knowledge of computerized payroll, accounts payable, fixed assets, and general accounting systems; working knowledge of cash management, investment, purchasing, and risk management concepts; ability to prepare and effectively present complete and accurate financial reports of some complexity; ability to establish an effective working relationship with other departments; working knowledge of spreadsheet and word processing software; ability to exercise logic and judgment in performance of duties.

### **Minimum Qualifications Required**

Bachelor's Degree in Accounting and three years of progressively responsible general accounting and supervisory experience; certified public accountant license not required but preferred; municipal accounting experience also preferred or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

### **COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

### **DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours:

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours:

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

**ENVIRONMENT:** Inside: 95%      Outside: 5%

**EQUIPMENT USED:** computer, telephone, copy and fax machine, calculator

**HAND MANIPULATION:**

Grasping: Frequently required

Handling: Frequently required

Tourquing: Not required

Fingering: Frequently required

**CONTROLS AND EQUIPMENT:** computer, typewriter, calculator, copy machine, fax machine, telephone

**LICENSURE/CERTIFICATION REQUIREMENTS:**

**PHYSICAL ACTIVITY REQUIREMENTS**

**PRIMARY PHYSICAL REQUIREMENTS:**

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Rarely required.

LIFT 26 to 50 lbs.: Not required.

LIFT over 50 lbs.: Not required.

CARRY up to 10 lbs.: Occasionally required.

CARRY 11 to 25 lbs.: Rarely required.

CARRY 26 to 50 lbs.: Not required.

CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Occasionally required.

PUSH/PULL: Not required.

**OTHER PHYSICAL CONSIDERATIONS:**

Twisting: Rarely required.

Bending: Occasionally required.

Crawling: Not required.

Squatting: Not required.

Kneeling: Not required.

Crouching: Not required.

Climbing: Not required.

Balancing: Not required.

**WORK SURFACE(S):**

Standard office desk and chair. Carpet, tile, and hardwood floors.