

JOB TITLE: ASSISTANT FINANCE DIRECTOR
DEPARTMENT: FINANCE
REPORTS TO: FINANCE DIRECTOR
REVISED: APRIL 2015

PURPOSE AND OBJECTIVES: The Finance Department is responsible for all fiscal matters within the Borough. The department manages accounts payable, accounts receivable, payroll processing, and debt-related issuance and payments.

The Assistant Finance Director is a specialized and supervisory position dealing with the maintenance of accounting and fiscal records. The work entails assisting the Finance Director with timely and accurate reporting of interim and year-end financial statements and reports, supporting the budget process, and coordinating the other duties of the Finance Department to acceptable standards. This position also assists the Finance Director with financial transactions related to the operations of the Wilkinsburg Library. The Assistant Finance Director reports directly to the Finance Director or his/her designee, and gives direction to Finance Department clerical staff.

ESSENTIAL JOB FUNCTIONS (Illustrative Only):

- Perform general accounting duties including bank reconciliations, general ledger account reconciliations, and financial analyses.
- Assist Finance Director with maintenance of the general ledger; monthly, quarterly and year-end journal entries; budgetary accounts; report development; changes for all accounts and funds within the accounting system; and preparation of personnel schedules.
- Administer the investment of municipal monies (General, Capital Projects, Liquid Fuels, and Sewage funds) by analyzing daily interest rates and municipal cash flow to effectively invest all municipal funds and provide adequate cash flow to meet obligations.
- Maintain regular contact with all departments regarding financial transactions and reports, as well as budget issues.
- Perform detail work in support of the annual budget process, including compiling departmental input.
- Provide back up for payroll and payable functions, and transaction records.
- Assist with the preparation and filing of various state reports.
- Supervise all functions of part-time Finance clerk(s), and coordinate office functions.
- Assist Finance Director with special projects.
- Perform other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of basic accounting and investment principles.
- Clear understanding of municipal finance practices, policies and procedures.
- Excellent interpersonal skills.
- Advanced computer skills, including Microsoft Excel.

SUPERVISORY RESPONSIBILITIES: Supervises part-time Finance clerk(s).

WORKING CONDITIONS: Work is generally performed in a comfortable office environment.

PHYSICAL DEMANDS (SEDENTARY) Requires prolonged sitting, minimal bending or stooping to file, light lifting of office materials, normal corrected vision and hearing, operation of office equipment.

MINIMUM QUALIFICATIONS:

Education: Completion of a Bachelor's degree in accounting or business administration with major course work in accounting or financial management, from an accredited college or university; **and**

Experience: A minimum of three years' experience in an accounting-related field; **or**

Any combination of education and experience that provides the candidate with the requisite knowledge, skills and abilities to be able to perform the functions of Assistant Finance Director as outlined above.

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(Subject to Revision)