

Job Description
City of Mequon

<u>Title:</u> Assistant to the Finance Director	<u>FLSA:</u> Exempt
<u>Date:</u> 2019	<u>Present Incumbent:</u> Vacant
<u>Department:</u> Finance	<u>Division:</u> N/A
<u>Work Location:</u> City Hall	
<u>General Schedule:</u> 8:00 a.m. – 4:30 p.m. Incumbent works a schedule necessary to meet the needs of the department. Attendance at occasional evening meetings is required.	
<u>Pay Grade:</u> 11	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> Under the direction of the Director of Finance and Treasurer, provide close coordination with and assistance to the Director of Finance/Treasurer in the functions of accounting/finance and treasury, including the daily management and oversight of the treasury and payroll functions. In the absence of the Director of Finance, provide direct oversight for all Finance Department activities.	
Description of the Job	
A. Essential Duties and Responsibilities:	
<p>15%* Management Services: Assists Finance Director with City's purchasing function including review and approval of procurement requests in accordance with the City procurement policy, monitoring of construction and similar contracts, including document retention, change orders, project budgets, etc., and administration of the City's procurement card program. Participates in departmental cross training including the ability to instruct and train Finance and other department staff members in methods and procedures. Directs efforts of accounting clerks with purchasing, accounts receivable, and payroll time entry. Assists when needed with analysis of general administrative processes, providing suggestions for improvement.</p> <p>15%* Reporting, Analysis, and Transaction Processing Services: Oversees accounts payable function, including validation of account coding and proper documentation. Oversees revenue generation processes, including preparation of invoices for City services, monitoring and billing for federal and State grants, and related activities. Assists in the preparation and reporting of the City's annual budget. Assists with preparation of various financial reports including, but not limited to, the City's comprehensive annual financial report (CAFR), Popular Annual Financial Report, annual State financial report, and internal quarterly financial statements. Assists with the annual audit by preparing various work papers and schedules as requested by auditors. Review and prepares account analyses and reconciliations of general ledger accounts as needed. Assists Finance Director with administration of the City's computerized property tax system. Assists with support for department heads and other personnel in proper accounting procedures and the use of the financial management software.</p>	

40% Utility Financial Services: Oversees the utility billing process including; water meter reading, charging late payment penalties, and customer adjustments. Administers the City's utility billing and special assessment software. Maintains utility customer records, including ACH payment records. Generates quarterly customer billing, works with bill printing vendor and prepares/transmits ACH payment files. Adjusts customer bills for errors and abnormal meter readings. Prepares financial and statistical reports for the Sewer and Water Commissions, Finance-Personnel Committee, and Common Council, Milwaukee Metropolitan Sewerage District and Public Service Commission. Coordinates the calculation and placement of special assessments, and delinquent utility bills charges on the tax roll. Maintains continued property records as set forth by the Public Service Commission. Prepares supporting documentation for sewer and water utility rate adjustments, and coordinates rate filings with the Public Service Commission.

20%* Records Maintenance Services: Assists in tax roll processing for delinquent utility bills and special charges and assessments. Assist with the receipting of payments for taxes, utility billings, licenses, permits, and special assessments Prepares daily cash and other adjusting entries and maintains journal entry files. Reconciles monthly bank statements for all City accounts. Manage cash flow activity through daily oversight and monitoring of the treasury function; conduct cash flow analyses to provide sufficient liquidity to meet current cash demands and provide for the investment of city funds; assist with development and implementation of policies and procedures relating to cash management. Updates and reconciles daily cash balance records, including positive pay analysis. Performs year-end physical inventory and maintains fixed asset records for all City vehicles, equipment, land, and furnishings. In conjunction with the Payroll Clerk, assists Finance Director with payroll processing and federal and State payroll reporting requirements, reconciliations, and remittances.

10% Performs other duties as assigned, including serving as primary backup for the Payroll Clerk.

B. Job Specifications

Required Knowledge Skills and Abilities: Knowledge of the principles involved in municipal accounting, finance, investment instruments, preparation of accounting statements, municipal debt issues, property tax administration, and organizational management. Knowledge of accounting practices and procedures. Must have a strong computer background in accounting applications and software programs, including Microsoft Office applications. Ability to provide expert advice without formal supervisory responsibility. Ability to effectively communicate with elected officials, staff and the public in both written and verbal formats. Ability to perform intermediate mathematical calculations. Ability to define problems and deal with a variety of situations. Ability to think quickly, maintain self-control, and adapt to stressful situations. Ability to use good judgment to effectively solve problems. Ability to plan work, establish priorities, detect errors and define problems.

Technical

- Ability to exercise sound judgment.
- Ability to prepare and analyze comprehensive reports.
- Ability to read, understand and process routine and complex information in written form
- Must have a strong computer background in accounting applications and software programs,

including Microsoft Office applications.

- Familiarity with financial accounting software, preferably on Tyler's Munis ERP System.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to effectively communicate with elected officials, staff and the public in both written and verbal formats.
- Ability to perform intermediate mathematical calculations.
- Ability to define problems and deal with a variety of situations. Ability to think quickly, maintains self-control, and adapt to stressful situations. Ability to use good judgment to effectively solve problems.
- Ability to plan work, establish priorities, and detect errors.

Communication/Interpersonal

- Ability to display initiative
- Skills in diplomacy and interpersonal relations
- Skill in delegating work to appropriate individuals
- Ability to evaluate and/or make independent decisions, with or without supervision
- Ability to organize individuals of diverse needs toward common goals
- Skill in written communication adequate to prepare documents for an audience ranging from staff members to the community at large
- Ability to maintain effective working relationships with individuals at all levels of the organization
- Ability to make oral presentations to groups of various sizes and compositions

C. Qualifications Required: Bachelor's degree in accounting or finance and at least three years of progressively responsible experience in accounting. A professional certificate in Accounting is preferred.

Position requires a valid driver's license.

D. Title of Immediate Supervisor: The incumbent reports to the Director of Finance/Treasurer.

E. Working Conditions: While performing the duties of this job, the employee is frequently required to sit, to walk, to stoop, bend or crouch, to operate a motor vehicle. The incumbent is routinely required to talk and hear and understand within an office environment and to perform tasks that requiring both near and far acuity. The incumbent will routinely perform typing or data entry and have contact with the public. The incumbent frequently works independently but also works in cooperation with others to accomplish joint projects. The incumbent may be required to work irregular or extended hours on demand with short notice.

The incumbent must maintain alertness commensurate with being responsible for the health and welfare of others.

The working environment is generally favorable. Lighting and temperature are adequate, and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

Date: _____

Department Head or Designated Representative

Date: _____

Incumbent

Date: _____