

	THE CITY OF KEY WEST Job Description	Non-Union, Exempt Position	
		NEW	07/08
POSITION	ASSISTANT FINANCE DIRECTOR	MIN. ANNUAL SALARY	\$68,000.00
DEPARTMENT	Finance (13-01-513)		
JOB CODE	10112	GRADE	U01

PHYSICAL LOCATION:

- City Finance Department Office

REPORTING RESPONSIBILITIES:

- Finance Director or designee

GENERAL FUNCTIONS:

This is a professional management and supervisory position which oversees all of the City's professional accounting operations to maintain and ensure the integrity of the City's financial reporting. Prepares and supervises all technical accounting functions in accordance with generally accepted accounting principles. The position is responsible for overseeing the daily operation of the Department's Accounting area which includes Accounting, Payroll, Accounts Payable, Cash Management and Revenue, including Parking Collections. Responsible for preparing the City's financial records for the annual external audit. Prepares and presents financial analysis and reports; serves as an accounting and financial policy advisor to the Finance Director. Assists the Finance Director in day to day supervision of Finance Department. Supervision is exercised over a variety of technical, administrative and clerical employees.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description
- Computer literate.
- Able to see and hear well enough to perform the duties of this job description

EQUIPMENT TO BE USED:

- Computer (p.c. & mainframe), with various software packages
- General, varied office equipment, i.e., copiers/fax machines, adding machines.

ENVIRONMENT:

- Air-conditioned offices.

PHYSICAL REQUIREMENT:

- Standing 5%
- Walking 5%
- Climbing 1%
- Lifting 3%
- Bending 1%
- Sitting 80%
- Reaching 5%

DUTIES/TASKS/JOBS:

- Responsible for preparing the City's financial records for the annual external audit. Coordinates the audit fieldwork schedule, preparation of schedules and analyses required by auditors and publication of the
- Comprehensive Annual Financial Report in a timely manner. Responsible for maintaining the integrity of the City's financial statements to continue to receive the Government Finance Officers Association Award of Excellence for Financial Reporting.
- Manages and supervises the daily, monthly, quarterly and year-end operations for all of the City's receivables, deposits, payables, loans and other accounting operations, including the administration of the accounting software system and utility billing accounting operations.
- Serves as a technical accounting and financial advisor to Finance Director.
- Develops and maintains accounting policy and procedures and operational manuals for accounts receivable, cash receipting, accounts payable, liens, special assessments, system development charges, fixed assets, computerized finance software, cash management, general ledger, payroll, monthly and year end close and annual audit which maintains a high level of professionalism, efficiency and accuracy of financial operations.
- Develops, implements, and evaluates all accounting internal controls and procedures to maintain the integrity and quality of the financial accounting records.
- Responsible for implementing and managing internal controls for the computerized financial system for all authorized users
- Reviews and authorizes all general ledger and budgetary transactions posted to the City's financial records for accuracy and compliance to general accepted accounting principles.
- Responsible for internal audit procedures by reviewing on a daily, monthly and yearly basis all funds' balance sheet, revenue and expenditure accounts for errors and discrepancies. Performs analytical procedures and analysis for all funds and reviews the overall financial presentation.
- Manages and supervises project and grant accounting for compliance with Federal and/or State regulations and requirements in order maintain the City's future funding opportunities.
- Develops work schedules, monitors workload, assists with workload for finance staff and makes changes as needed. Reviews and authorizes all finance staff's work for accuracy and compliance to City finance policy and procedures.
- Provides leadership to accounting staff on all accounting standards, interpretation of accounting guidelines; responsible for maintaining current knowledge on financial reporting pronouncements that would affect the City's financial reporting.
- Prepares financial, accounting and analytical documents and reports for decision-making purposes.
- Performs other Finance Department duties in the absence of other assigned personnel, or as needed.
- Performs related work as required.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATION:

- Extensive knowledge of the principles and practices of governmental accounting, finance and cash management.
- Thorough knowledge of the principles and practices of public and business administration and management by objectives.
- Knowledge of public sector fund, budgetary and encumbrance accounting.
- Knowledge of governmental accounting principles and practices including those promulgated by Governmental Accounting Standards Board and the Financial Accounting Standards Board.
- Able to write clear and concise instructions and procedures.
- Able to plan, direct and manage personnel in a manner conducive to full performance and high morale.
- Ability to establish and maintain an effective working relationship with other employees, departments and the general public.
- Considerable experience in governmental financial management in a supervisory capacity is required.
- Bachelor’s degree in Accounting, Finance or related field.
- Experience in the preparation of Comprehensive Annual Financial Reports.
- Minimum of eight (8) years of experience in financial analysis, governmental accounting, financial statement preparation, generally accepted accounting principles.
- Experience with personal computers and software packages such as spreadsheet and special accounting software.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

**Apply at:
City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West, FL 33040**