

## **DEPUTY FINANCE DIRECTOR/DEPUTY TREASURER**

Assistant Department Head. Responsible for all aspects of financial receipts and payment systems and day to day financial operations.

### **SUPERVISION RECEIVED**

Work is performed under the general direction of the Finance Director and City Treasurer.

### **RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS**

An employee of this class may be called upon to do any or all of the following. (These examples do not include all of the tasks, which the employee may be expected to perform.)

1. Assists Finance Director and City Treasurer in the administration of City Finance Department.
2. Assist where required on payroll processing, including year-end and quarterly statements.
3. Assists City Treasurer in all aspects of receipt processing, including tax collection.
4. Receipts and reconciles all data processing batch reports to Accounts Payable and receipt systems.
5. Serves as the accounts payable and receivable clerk and interfaces with Finance Director on record keeping.
6. Reconciles and deposits cash and vouchers through accounts receivable system and assists City Treasurer in this administration.
7. Coordinates utility billing system with Treasurer, Finance and DPS Departments. Preparation and distribution of all utility billing functions.
8. Performs duties of Treasurer in his/her absence.
9. Works with Finance Director in preparation of Budget Documentation, reports, data retrieval, chart and graph preparation.
10. Works with Finance Director in preparation of annual audit and comprehensive annual financial report.
11. Assists in aspects of front counter operations, phone call and office duties as needed.
12. Special projects and reports as required by Finance Director and City Manager.

### **KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT**

The following knowledge, skills and abilities are essential. An employee in this position, upon appointment, should have the equivalent of the following:

**Knowledge** of the principles, practices and procedures of Public Administration.  
**Knowledge** of research methods, data collection, statistical interpretation and report writing.  
**Knowledge** of City and department policies, practices and procedures.  
**Knowledge** of modern office practices and procedures.  
**Knowledge** of the principles and practices of data processing, accounting and business management.  
**Highly Skilled** in the operation of a personal computer.  
**Highly Skilled** in the Microsoft Office Suite.  
**Skill** in listening and referring accurate information both written and orally.  
**Skill** in working as a team, in a small office environment including the ability to correspond effectively with the general public.  
**Ability** to plan, organize, supervise and coordinate diversified functions.  
**Ability** to prepare effective communications, reports and publicity materials.  
**Ability** to understand and follow complex oral and written instructions.  
**Ability** to make effective oral and written presentations.  
**Ability** to relate effectively in a public relations role.  
**Ability** to analyze, audit and interpret complex communications and prepare detailed reports.  
**Ability** to perform complex mathematical calculations efficiently and accurately.  
**Ability** to see and hear well.  
**Ability** to work as a team member.  
**Ability** to work independently with little or no direction from others.  
**Ability** to attend City Commission Meetings or other evening meetings when necessary.

### **QUALIFICATIONS**

Bachelor's Degree in Public Administration, Accounting, three (3) to five (5) years of related experience working in municipal government. Knowledge of BSA governmental software preferred. These 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.

Salary Range \$50,000 to \$58,000.

Please submit resume to: Joy Solanskey  
City Clerk/Treasurer  
26815 Scotia, Huntington Woods, MI 48070

or email to: jsolanskey@hwmi.org

**Deadline for applications: March 30, 2018**