

## **ASSISTANT FINANCE DIRECTOR**

### **Nature of Work**

The position of Assistant Finance Director involves advanced professional work in the administration and direction of municipal activity pertaining to the receipts and expenditures, accounting, investment, custody and control of municipal funds, assets and property. The position requires supervision over a staff of employees, and involves a great deal of interaction with the public. Work is performed under the administrative supervision of the Borough's Director of Finance. The person in this position is expected to acquire the necessary skills to eventually assume the duties of the Director of Finance.

### **Work Performed**

Assists the Finance Director in performing the following tasks:

1. Administering a comprehensive accounting system, including budgetary controls in accordance with generally accepted accounting principles.
2. Monitoring financial transactions and prepares detailed financial statements and reports to control and account for Borough funds and to analyze and project financial data.
3. Assisting other department directors in their annual budget submissions and is responsible for preparation of the final budget in accordance with the Finance Director's direction.
4. Handling of payroll (including tax withholding and reporting) for all Borough employees.
5. Providing information and reports necessary to Council, Manager, other department directors and the public.
6. Serving as a member of management's Negotiating Team in collective bargaining process with Borough employee's.
7. Overseeing all income and expenditures from accounts maintained by the Borough and provides for the prudent investment of idle funds.
8. Collecting of all money owed to the Borough and insures that past-due accounts are pursued.
9. Conducting economic research and long-term financial planning to assist in the development of financial policy of the Borough as required.
10. Pension Management / Administration and related reporting.
11. Human Resource Responsibility for Health Insurance, Disability, Life Insurance, Commercial Liability Claims.
12. Financial Preparation for Borough Council and Municipal Authority meetings.
13. Other related duties as assigned.

### Responsibilities and Authority

The Assistant Finance Director is responsible to the Director of Finance.

### Required Knowledge, Skills and Ability

The position of Assistant Finance Director requires the following knowledge, skills and abilities:

1. Knowledge of generally accepted accounting procedures and principles.
2. Knowledge of budgeting techniques and procedures.
3. Knowledge of the principles of office management and financial administration.
4. Ability to examine critically, and develop and implement revisions in established financial management systems and procedures.
5. Ability to establish working relationships with other members of Borough staff, members of Council and the public.
6. Ability to perceive and communicate the financial aspects of the various issues and problems confronting the Borough.

### Minimum Experience and Training

A Bachelors degree in accounting from an accredited college or university is required, with municipal experience.