



City of Mason Job Description

Assistant Finance Director

Department:	Finance
Supervised By:	Finance Director/Treasurer
Supervises:	Bookkeepers as needed
Bargaining Unit:	None
FLSA:	Exempt
Status:	Full-time

General Summary:

Under the general supervision of the Finance Director/Treasurer assists with the collection, recording, custody and depositing of City funds; assists and oversees the work of the bookkeepers (water billing, payroll, accounts payable and receivable); general ledger maintenance and reconciliation; assists the Finance Director/Treasurer in day-to-day operations, the preparation of the annual budget, audit and other reports and documents; plans, coordinates and works on the personal computer systems and the main frame computer system; act as the Finance Director in his/her absence; and performs other related work as required.

City of Mason:

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with the collection and recording of money received in payment of taxes, licenses, water and sewer bills and services, and other activities.
2. Supervises, prepares and maintains the tax rolls, tax bills, special assessments and utility bills.
3. Supervises preparation of daily collection and deposit reports.
4. Responsible for the preparation of monthly financial reports; perform detailed account analysis and prepare complex financial reports, as needed.
5. Assists Finance Director and other Department Heads with budget information requests and reports; assists with forecasting and completing the final budget document.
6. Checks bank statements against City deposits and oversees maintenance of various City bank accounts.

7. Oversee the operations of water billing, payroll, accounts payable and receivable.
8. Assists in the development and implementation of Department goals, objectives, policies and priorities.
9. Answers telephone and other requests for financial information. Communicates clearly on the telephone by speaking in a succinct manner and making the determination of the call direction efficiently or passing on a concise message.
10. Supervises and coordinates the computer software and hardware systems. Communicates clearly with computer technicians regarding both software and hardware problems, updates and changes.
11. Assists in performing counter work if needed. Communicates effectively with customers at the counter by listening to customers and can answer questions or direct them to the person who can answer their questions.
12. Plans and coordinates the work of a small group of employees.
13. May supervise bookkeepers upon Finance Director's absence.
14. Operates office machines, copying equipment and computers. Operates a personal computer by writing entries by hand, typing input information, comprehending system programs and using computational formulas.
15. Collects property and delinquent taxes and distributes these receipts to the various units of government.
16. Prepares correspondence, forms and reports, and answers inquiries.
17. Assists with the maintenance of files and records, both in the current files and in the archives room.
18. Performs tasks which require lifting large, heavy computer binders from low shelves or carrying some up a ladder to higher level storage shelves.
19. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's Degree in Accounting or related field.
- Reasonable experience in accounting and auditing.
- Reasonable experience in performing responsible accounting work.
- Considerable knowledge of modern office practices, procedures, accounting principles, commercial arithmetic and related subjects.

- Possess advanced knowledge and experience with PC applications and operating systems, such as Windows and Microsoft Office applications, including but not limited to Word, Excel, and Outlook. The City utilizes BS&A software.
- Reasonable knowledge of supervision of subordinate employees.
- Ability to prepare accurate written reports and meet firm deadlines.
- Reasonable knowledge of the financial reports and statements.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

As an employee of the City of Mason, you are required to comply with policies, procedures and standards of conduct that may be established by the City of Mason. Any offer to hire is contingent upon the successful completion for a pre-employment drug screen and an extensive thorough background check.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.