



## Job Description

**Job Title: Assistant Finance Director**

**Department:** Finance

**Education Required:**

Bachelors Degree in Accounting or Financial Management; four years of experience in accounting or financial management; or any equivalent combination of training and experience.

**Type of**

**Position:**

- Full-time
- Part-time
- Intern

**Hours:** 40 hours/week

Over-time may be required on occasion

- Exempt
- Nonexempt

**General Description:**

Under direction of the Finance Director, the purpose of this position is to manage financial records for all municipal services provided. This is accomplished by supervising annual audits, collaborating on the annual budget, supervising staff, managing department software, supervising payments and filing of all financial reporting information. Additional duties include completing special projects.

**Essential Functions of the job:**

- Supervise finance department operations including cash receipts, payroll, accounts payable and utility billing by ensuring proper staffing, assisting with questions, and inquiries, and reviewing work performed,
- Establishes customer service procedures, responds to and resolves complaints.
- Responsible for the preparation of the audit work papers for the annual audit by reviewing information, researching files and providing reports and miscellaneous information.
- Responsible for the general ledger; records journal entries; prepares balance sheets, financial statements, and other reports.
- Responsible for month and year end procedures by analyzing information, creating reports and monitoring and reviewing journal entries.
- Prepares monthly financial report to Board of Trustees.
- Reconciles general ledgers and bank statements. Able to analyze general ledger for outstanding issues, incorrectness and make appropriate changes under the direction of Finance Director.
- Assists in direction of adherence to fiscal management and budget administration controls.
- Supervises subordinate personnel of the Finance Department and coordinates their activities (may include hiring, review, evaluation, and discipline of all Finance Department personnel).
- Makes recommendations to the Finance Director.
- Independently handles a variety of special projects.
- Responds to employee questions regarding health, life or disability insurance, and other benefits.
- Prepares appropriate reports to IRMA; health, life and disability insurance carriers, Illinois Comptroller, Illinois Department of Revenue and others as directed by Finance Director.
- Other duties as assigned

**Safety and Risk Management Responsibilities:**

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying

full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

**Knowledge and Skills:**

Generally accepted accounting principles and practices; use of Microsoft suite and Village software; various office equipment and office procedures; understanding of health, life, disability and pension programs.

**Supervisory Responsibilities:** This position does require supervisory responsibilities.

**Competencies:**

**Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things. Exhibits exemplary customer service skills.

**Ethics** - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

**Communication** - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

**Adaptability** – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

**Technical Skills** - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Computer Skills:** Working knowledge of Microsoft Office Products. Use personal computers, fax machines, copiers, adding machines and other equipment as technology demands.

**Other Qualifications:** Valid Illinois driver's license.

**Travel:** Some local travel may be required of the position.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 lbs.

**Work Environment:**

The noise level in the work environment is usually moderate.