

DEPARTMENT: FINANCE

JOB TITLE: ASSISTANT FINANCE
DIRECTOR

**IMMEDIATE
SUPERVISOR:** FINANCE DIRECTOR

REVISION DATE: MAY 2, 2025



POSITION SUMMARY

Works with the Finance Director to perform and supervise financial and administrative work while organizing and directing related financial activities of the Township. Work is performed under the general supervision of the Finance Director. The Assistant Finance Director provides guidance and supervision to Finance Department staff, including temporary or seasonal employees.

Work is performed during regularly scheduled hours but may involve additional hours as needed. Attendance at evening meetings may be required. The position is classified as Exempt under the Federal Fair Labor Standards Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the bi-weekly and supplemental payroll processes for the Township. Including, but not limited to, entering and maintaining information in the Township payroll system, including employee hourly rates, salaries, or other compensation, time worked, accrued leave and holidays, deductions and withholdings, address changes, and other relevant information, ensuring proper processing of payroll deductions, and reconciling payroll to the general ledger and monthly bank statements.
2. Records and processes federal, state, local and other payroll tax deposits.
3. Participate in the general accounting functions of the Township, including but not limited to collections, payroll, accounts payable and financial record-keeping by coordinating varied staff duties and maintenance of financial records.
4. Supervises subordinate personnel of the Finance Department and coordinates their activities.

5. Assists Finance Director with the development and implementation of department and organization level procedures and processes.
6. Responsible for notifying the Finance Director of concerns or problems related to financial matters of the Township and provides recommendations, as needed.
7. Responsible for the highly accurate work in assisting the Finance Director in the preparation, implementation and monitoring of the operating and capital budgets.
8. Assist Finance Director in preparation of financial statements and related reports.
9. Assist Finance Director with administration of the Township's cash management, investments and debt management programs.
10. 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.
11. Responsible for the preparation of the annual financial audit and other audits required by local, state, and federal requirements by reviewing information, researching files and providing reports and miscellaneous information.
12. Performs all other duties or functions as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Some knowledge of general laws and administrative policies governing municipal financial practice and procedures.
2. Some knowledge of the principles and practices of accounting and budgeting in government.
3. Some knowledge of the grant administration cycle.
4. Ability to respond to employee concerns regarding payroll and other finance-related functions in a fair, equitable manner.
5. Ability to assist in evaluating complex processes and efficiently formulate responsive procedures.
6. Ability to prepare accurate, informative and timely financial reports.
7. Ability to establish and maintain effective working relationships with other employees, department heads, government officials and the public.

8. Ability to communicate technical ideas effectively, both orally and in writing.
9. Ability to independently handle multiple projects and assignments simultaneously.

OPTIONAL KNOWLEDGE, SKILLS AND ABILITIES

1. Some practical knowledge of Generally Accepted Accounting Principles.
2. Familiar with Government Accounting Standards Board Statements.
3. Some knowledge of the practices, methods and laws relating to municipal bond financing.

SUPERVISORY RESPONSIBILITIES

This position does require supervisory responsibilities.

COMPETENCIES

Interpersonal Skills:

- Maintains confidentiality.
- Remains open to others' ideas and tries new things.
- Exhibits exemplary service skills.

Ethics:

- Treats people with respect.
- Inspires the trust of others.
- Works with integrity.
- 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.

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.

Dependability:

- Follows instructions.
- Responds to management direction.
- Takes responsibility for own actions.
- Keeps commitments.
- 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.

QUALIFICATIONS

Education

1. High school diploma or equivalent, required.
2. Bachelor's degree, recommended, but not required.

Experience/Training

1. Demonstrated leadership experience.
2. Experience with payroll software and direct or indirect payroll processing, preferably UKG.
3. Experience with financial management software, preferably government financial management software.
4. Intermediate or better proficiency in the use of Microsoft Excel.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. This is sedentary work requiring exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, manual dexterity, including repetitious numeric keypad typing, grasping and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

EQUIPMENT USED

Computer, including word processing, spreadsheet, and financial, payroll, and other software; calculator, phone, copy, fax, and postage machine.

SELECTION GUIDELINES

- Resume review, rating of education or certifications and experience; oral interviews and reference check.
- Job related tests may be required.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The duties listed in the above job description 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Assistant Finance Director _____ Date _____

Finance Director _____ Date _____