



JOB DESCRIPTION

Title: Deputy Finance Director
Department: Finance
Status: Full-time, Exempt
Grade: 22
Revised: May 7, 2021

NATURE OF WORK

This incumbent assists the Finance Director in the management of the Finance Department. Responsibilities include governmental accounting experience, treasury duties, internal auditing, timely and accurate financial reporting as well as compliance with policies and regulations. This position supervises the Accounting and Revenue office staff.

Duties are performed under the supervision of the Finance Director involving all financial accounting and auditing activities including knowledge of computer accounting operations, complex statistical analyses, accounting, investing activities, fixed asset accounting, assisting with the annual financial audit, maintaining policies, preparing requests for proposals, updating operational manuals, payroll reporting, banking transfers and reconciliations, financial reporting, preparing bond materials, overseeing the High Intensity Drug Trafficking Areas (HIDTA) grant, overseeing rescue billing reconciliation and the accurate operation of computers and other business machines. Employee follows established procedures and generally accepted accounting principles and regulations but must exercise considerable independent judgment and initiative. Work is checked by observation, verification, internal controls, and through fiscal audits.

This position acts on behalf of the Finance Department in the absence of the Finance Director.

POSITIONS SUPERVISED

Accountants, Tax Collector/Deputy Treasurer/Customer Service Manager, Finance Clerks and Purchasing Specialist as the work relates to accounts payable duties.

ESSENTIAL FUNCTIONS (*Illustrative examples; not intended to be all-inclusive.*)

1. Oversees all aspects of the accounting, reporting, and auditing activities of the Town ensuring compliance with applicable laws, regulations, policies, contracts and Generally Accepted Accounting Principles and practices.
2. Oversees the daily operations of the finance department, supervising the workload of the staff.
3. Assists the Finance Director in identifying and correcting areas of potential weakness in the Town's internal control processes by developing and implementing procedures.

4. Coordinates with departments to collect, maintain and review the Town's fixed assets to monitor the accuracy with the fixed asset program. Responsible for the depreciation of fixed assets and preparing the required year end reports.
5. Prepares invoices and submits Federal and State reports for the Town/School departments, Scarborough Economic Development Corporation (SEDCO) and the HIDTA Federal Grant.
6. Prepares the state and federal payroll tax withholding payments for the Town/School departments and SEDCO.
7. Compiles, prepares and reviews the monthly, quarterly and year-end payroll deductions, pay types and year-end payroll reports for the Town/School departments and SEDCO.
8. Supervises the work of the two Accountants, the Purchasing Specialist's accounts payable duties and the revenue office staff overseeing their accounts receivable and tax collection duties.
9. Analyzes fiscal transactions to maintain conformity and compliance with generally accepted accounting principles and town ordinances.
10. Assists with the investment of town funds.
11. Assists with the creation of new accounts in the accounting software.
12. Prepares quarterly financial reports for the Finance Committee.
13. Attends Finance Committee meetings.
14. Provides training and coaching to all Scarborough employees in matters related to financial transactions, both automated and manual to ensure financial knowledge continues to meet the needs of the Town.
15. Prepares journal entries as needed.
16. Assists with bank wire transfers, NACHA and EFT transactions.
17. Oversees all Town cash accounts, reviews the cash processing by the Senior Accountant as well as the revenue office staff and verifies the town's cash accounts to computer records.
18. Works closely with Assessing and Revenue Offices to ensure the accurate generation of the commitment and semi-annual tax bill generation processes.
19. Reviews source documents such as invoices, payroll records, cash receipts, purchase orders, and master file lists for completeness and accuracy.

20. Reviews account records and subsequent computer printouts to balance accounts.
21. Verifies and reconciles errors on computer printouts to maintain proper account records.
22. Assists in the maintenance of balance sheet accounts.
23. Prepares non-payroll reports to federal and state agencies as required.
24. Assists the Finance Director in the collection, preparation and processing of data for various reports.
25. Responds to questions and inquiries from departments and outside customers.
26. Maintains and reports, at year end, on all Town and School Grants.
27. Assists with development of the Town's Comprehensive Annual Financial Report and assists with the preparation and application of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
28. Gathers and assists in the development of the Official Statement for bonding.
29. Prepares debt service invoices for payment and processes the EFTs by the prescribed due dates.
30. Assists in the development and maintenance of various accounting policies and procedures.
31. Reviews departments for compliance with accounting policies and procedures.
32. Assists with the Munis year-end financial closing process.
33. Conducts annual performance reviews for supervised staff.
34. Oversees, maintains and prepares all HIDTA financial records and reporting.
35. Works with and provides required information related to HIDTA audits.
36. Processes Finance Department general billing invoices.
37. Reports to outside agencies as required.
38. Covers the Accountant's responsibilities when absent.
39. Completes various finance projects as assigned.
40. Assists the Finance Director in all financial functions

41. Reviews and approves weekly payroll in the absence of the Finance Director.
42. Assists the Human Resources office with various reports and issues.
43. Oversees the Rescue Billing reconciliation process.
44. Assists the Finance Director in the development of the municipal budget.
45. Reconciles bond proceed expenditures to bank statements.
46. Ensures compliance and reports to the Finance Director regarding the reporting requirements within the Financial and Fiscal Policy as adopted by the Town Council.
47. Performs related work as required.

REQUIREMENTS OF WORK

- Knowledge of accounting principles and procedures, particularly as applied to governmental accounting and internal auditing.
- Knowledge of General Accepted Auditing Standards (GAAS)
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of proper supervision techniques.
- Ability to lead, supervise, manage, motivate and direct the activities of the Finance Department personnel.
- Thorough knowledge of the principles and practices of municipal cash management and investment.
- Thorough knowledge of the laws and regulations relating to governmental accounting, finance and treasury management.
- Knowledge of or ability to learn computerized municipal fund financial accounting and management software systems.
- Strong verbal communication skills.
- Strong writing skills for the preparation of requests for proposals, manuals and policies and other documents.
- Ability to exercise judgment and initiative in analyzing and evaluating accounting problems.
- Ability to develop and recommend modifications and improvements to existing accounting procedures.
- Ability to analyze cash flow, cash management, and investment data.
- Ability to perform complex accounting work accurately and in a timely fashion.
- Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and respond courteously with internal departments and employees; business executives; vendors; federal, state, regional, local agencies and community organizations; and the general public.

- Knowledge of the principles and practices of effective public relations and team conflict resolution.
- Ability to plan, organize, supervise and review the work of staff involved in all aspects of municipal financial operations.
- Ability to work with independence in general work situations.
- Experience with Microsoft Office applications including spreadsheets and word processing software.
- Knowledge of modern office practices, procedures and equipment.

DESIRABLE EXPERIENCE AND TRAINING

Bachelor's Degree required and a BS/BA strongly preferred in Accounting, Finance, Public or Business administration or any equivalent combination of experience and training. Minimum five years of professional accounting and auditing experience. Minimum of two years supervisory experience required.

Certified Public Accountant (CPA) or Certified Public Officer (CPFO) preferred.

A flexible schedule with the ability to work weekends and nights as needed and/or attend evening and occasional weekend meetings.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town of Scarborough

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.

The work is generally sedentary. Typically, the employee may sit comfortably to do the work although close visual computer work is essential. There may be some walking; standing; bending; carrying of light items such as papers, books, file boxes; driving an automobile, etc. Must be able to lift 25 pounds, otherwise, no special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, practice safe ergonomic techniques, etc. The work area is adequately lighted, heated, and ventilated.