

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Assistant Finance Officer

Dept/Div: Utility and General Administration and Finance

Supervisor: Finance Officer

Supervises: Staff reporting to Finance Officer in the absence of Finance Officer

Grade: 34

Class Characteristics: Under general administrative direction assists with the accounting and financial functions of the City; reviews and/or performs complex accounting work that requires extensive knowledge of Generally Accepted Accounting Principles along with the ability to apply such knowledge; exercises sound decision making skills; coaches/mentors team members; supervises those reporting to the Finance Officer in the absence of the Finance Officer

General Duties and Responsibilities:

Essential:

1. Reviews accounts payable work.
2. Reviews work of staff accountants.
3. Reviews and/or performs complex journal entry work, balance sheet account reconciliations, fixed asset and inventory accounting, and other accounting related work.
4. Reviews tax administrative work.
5. Provides guidance to other team members; serves as coach/mentor to others.
6. Identifies, researches, and resolves complex accounting related outages.
7. Assists with the monthly and annual closing processes.
8. Assists with the preparation of financial statements and the notes to the financial statements.
9. Assists with evaluating and developing procedures and internal controls.
10. Exercises sound decision making skills.
11. Supervises those reporting to the Finance Officer in the absence of the Finance Officer.
12. Performs other work as required.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in accounting supplemented by three years accounting experience in private or public accounting. Extensive knowledge of accounting theory, principles, and practices along with proven ability to apply such knowledge. Demonstrated ability to exercise sound decision making skills. CPA or CMA preferred, but not required. This position requires handling confidential city funds and finances; therefore, applicant must not possess a criminal conviction for theft or crimes against persons.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of GAAP terminology, theory, principles, and application.
2. Knowledge of the principles and practices of financial administration, including accounting, budgeting, investments, etc.
3. Knowledge of federal, state, and local laws and administrative regulations regarding accounts receivable, accounts payable, financial statements and tax administration, including related reporting requirements.
4. Knowledge of internal controls and automated data processing system.
5. Knowledge of modern office practices, procedures, and equipment.

Skills:

1. Proficient at Microsoft Excel.
2. Strong analytical skills.
3. Strong organizational and prioritization skills.
4. Excellent verbal and written communication skills.
5. Exceptional decision-making skills.

Abilities:

1. Ability to analyze financial data and reports to assess accuracy, completeness, and conformity to standards.
2. Ability to plan, organize, direct, coordinate and evaluate the work of others.
3. Ability to work independently and to use considerable judgment and discretion.
4. Ability to complete job tasks within established time periods.
5. Ability to establish and maintain effective working relationship with officers, employees, and the general public.
6. Mental alertness and attention to detail and accuracy.

Instructions: Instructions are somewhat general; many aspects of work covered specifically but must use own judgment often.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is checked through oral and written reports.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds).

Tools and/or Equipment Used: General office equipment (computer, calculator, telephone, copier, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/Heavy

Interruptions: Frequent

Special Licensing Requirements: None

Additional Requirements: Must be bondable

Certification Requirements: None

Overtime Provision: Exempt

Adopted 4-8-2024