Town of Hillsborough Positions Descriptions
Assistant Finance Director

Department: Finance
FLSA Status: Exempt, Professional

Bargaining Unit: Unrepresented
Revision Date: 08/03/00

GENERAL PURPOSE

Under the general direction of the Finance Director, performs professional level accounting and financial support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Perform day-today administrative and technical accounting functions;
- Monitor posting, balances and reconciliation of general, enterprise and special funds;
- Prepare financial reports for federal, state, other agencies, and departments, as required;
- Participate in the preparation of operating and capital budgets;
- Act as liaison to independent auditors;
- Recommend and implement changes in accounting, computer, budgetary systems, financial reporting, fixed asset records and policy and procedures as required;
- Assist departmental and Town personnel with budget reports, grant reports, document preparation and other accounting and financial reporting related activities;
- Supervise and evaluate work of subordinate staff;
- Monitor the preparation of the payroll, including reporting, reconciliation employee benefit and leave reports, and other reports as required.

DESIRED MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting and a minimum of four (4) years of professional accounting experience in a municipal setting. Considerable knowledge of principles, practices, methods, procedures, and applications used in governmental fund accounting, including GAAP and GASB; computer software applications for accounting, accounts payable, payroll; Federal, State and municipal codes; supervisory practices and procedures. Ability to communicate effectively orally and in writing, with employees, consultants, other governmental agency representatives and the public, prepare, understand and analyze complex reports.

City Manager: _____ Date: _____