



## Town of Hillsborough Positions Descriptions Assistant Finance Director

Department: Finance  
FLSA Status: Exempt, Professional

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

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### **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-to-day 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: \_\_\_\_\_