



## JOB DESCRIPTION – AFD, PURCHASING AND DISBURSEMENTS

<b>Job Title</b>	Assistant Finance Director – Purchasing and Disbursements	<b>Department</b>	Finance
<b>Reports to</b>	Finance Director	<b>Salary Level</b>	X
<b>Classification</b>	Exempt	<b>Revision Date</b>	12.01.2022

### I. General Description

This position is responsible for performing accounting functions in the areas of purchasing and employee compensation management.

### II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demand satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

### III. Essential Job Duties

- Maintain all purchase orders and requisitions for materials, supplies, and equipment with assistance from Department Directors as needed.
- Implement and maintain the system(s) for purchasing and recordkeeping related to purchasing and payables.
- Coordinate removal or disposal of surplus materials through appropriate methods, including the annual Mayor's Sale.
- Supervise the processing of Payroll and Accounts Payable.
- Oversee the creation and/or maintenance of standard operating procedure (SOP) for all accounts payable and payroll job duties.
- Review bi-weekly payables (invoices and payables register) for accuracy and completeness.
- Review bi-weekly payroll (timesheets and payroll register) for accuracy and completeness.
- Prepare all payroll reports such as the Quarterly 941, Unemployment reports, and payroll-related surveys.
- Work with risk management by being the chair of the safety committee.
- Work with vendors, employees, and staff to resolve issues identified.

#### Other Duties:

- Assist the Finance Director in preparing the annual budget.
- Assist the Finance Director with annual insurance self-assessment.
- Assist with the Finance Department's Strategic Planning Projects.
- In Finance Director's absence, or when delegated, will supervise Finance Department staff.



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- Special projects as requested by Finance Director.
- Ensure proper computer maintenance of the accounting software.

### **IV. Knowledge, Skills, and Abilities**

#### Knowledge:

This position requires proficiency in the following areas:

- Knowledge of governmental fund accounting and general accounting terminology and practices.
- Knowledge of accounting software, MS Windows server, and personal computers, general office procedures, equipment, and filing system.

#### Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Establish priorities, lead, and motivate others.
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- Must be able to operate the following: personal computer, including word-processing, spreadsheet, and database software, 10-key calculator.
- Meet operational deadlines in accordance with prescribed goals and objectives.
- Ability to work independently.
- Interact with the public in a courteous, helpful and professional manner.
- Work with co-workers, outside agencies, and vendors in a professional manner.
- Maintain the confidentiality of information acquired during service as a City employee.

### **V. Work Environment and Physical Effort**

Office environment. This position is located off of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress.

### **VI. Education and/or Experience**

#### Education:

- BS/BA degree in accounting, business, finance, or other closely related area.



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- Any combination of training and experience that provides the equivalent knowledge, skills and abilities can be substituted for formal education.

Experience:

- Five years of municipal and/or public accounting experience.
- Working knowledge of contract administration and vendor management.
- Knowledge of fund accounting, audit procedures, computer knowledge, and supervisory experience required.

### VII. Certification and Training

None.

### VIII. Supervisory Responsibility

Payroll and payables staff.

### IX. Scope of Employment

Regular, full-time employment, exempt position.

### X. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed by the above employee.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____