

COUNTY OF LEELANAU
JOB DESCRIPTION

ASSISTANT FINANCE DIRECTOR

Supervised By: Administrator
Supervises: Accounting Staff

FLSA: Exempt

General Summary:

The Assistant Finance Director is responsible for providing accounting and financial control work in a manner consistent with established and accepted governmental principles and practices. Responsibilities include overseeing accounting functions, which include accounts payable and payroll.

Supervisory Responsibilities:

- Manages and oversees accounting functions.
- Supervises and schedules staff in organization support operations.
- Assists Finance Director in staffing decisions in the Finance Department.
- Assists with performance evaluations.

Duties/Responsibilities:

- Supervises the accounting/payroll staff, and will prepare and submit all payroll reports, including state and federal taxes, FICA, MERS, Union dues, required miscellaneous employee deductions, etc., and to reconcile each by employee.
- Implements, maintains and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll.
- Processes payroll transactions including salaries, benefits, garnishments, taxes and other deductions.
- Assists Finance Director with audit preparation.
- Compiles, calculates data, and maintains a variety of periodic financial reports, including multiple grants, cash balances, inventories, cash management projections, and escrow account reports.
- Prepares journal entries and/or review and approve entries prepared by others.
- Provides accounting assistance, both over-the-counter, by telephone and by email to individual County employees, department heads, Elected officials, vendors, and contractors.
- Monitors department budget activity, identifies and reports potential financial overruns and variances at an early stage and notifies supervisors.
- Assist Finance Director to ensure compliance with accounting procedures through observation, supervision, and testing.
- Oversees the purchasing of County supplies, equipment, and vehicles utilizing the County purchasing policies and procedures.
- Oversees and reconciles accounts for all county credit cards.
- Performs other related duties as requested.

Required Skills/Abilities:

- Excellent managerial skills and ability to evaluate the work of others.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Working knowledge of organizations applicable financial practices and procedures, as well as a thorough understanding of state and federal rules and regulations.
- Proficient with accounting software and standard office and accounting equipment.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Accounting recommended.

Experience:

- Minimum of three (3) years of experience in government accounting, or related experience.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A software is preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and any other representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems such as Microsoft Office Suite applications, including Outlook, Word, and Excel.