

City of Flagler Beach

JOB TITLE: Assistant to the Finance Director

DEPARTMENT: Finance

SUMMARY: Under supervision of the Finance Director, this position performs technical and administrative duties associated with the coordination and administration of various functional areas such as, the Annual Budget and Audit, Purchasing and the Fixed Assets Program.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which, are **not** in any hierarchical order)

1. Monitors citywide purchasing to ensure compliance with the City's Purchasing Policy. Reviews Purchase Requisitions for proper documentation, correct general ledger disbursement.
2. Analyzes and tracks expenditures/revenues in assigned areas by creating spreadsheets, tables, graphs and reports.
3. Performs budget and fiscal analysis and assists in developing recommendations to assist in budgeting, forecasting, and policy decisions.
4. Maintains, updates and reconciles various logs, reports, ledgers, files databases and spreadsheets.
5. Assists Finance Director with annual audit duties.
6. Performs cross training in accounts payable and serves as a secondary back up for this function.
7. Reviews vendor payments checking for proper documentation.
8. Reviews department budgets quarterly with Finance Director and Department Heads.
9. Maintains City's Fixed Asset Module.
10. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of City policies, practices and procedures.

Knowledge of Generally Accepted Accounting Practices.

Knowledge of or be able to acquire knowledge of Florida State and local governmental purchasing rules and regulations through their own research, analyzing data and pursuing professional training opportunities.

Knowledge of or be able to acquire knowledge of Florida local government budgeting through their own research analyzing data and pursuing professional opportunities.

Knowledge, Skill and Ability to operate a personal computer and work in a Windows/MS Office environment proficiently.

Knowledge of basic general office machines, practices and procedures.

Skill in prioritizing and handling multi tasks simultaneously.

Skill in utilizing business English including appropriate grammar, punctuation and spelling.

Ability to establish and maintain effective working relationships with elected officials, employees and those contacted in the course of work.

Ability to communicate effectively and professionally, both orally and in writing.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to be resourceful and analyze data to arrive at conclusions.

Ability to understand and follow State, Federal and City policies, procedures and regulatory requirements applicable to the work.

Ability to exercise sound independent judgement regarding City policies, procedures, rules and regulations.

Ability to become a certified public procurement officer.

Ability to see, read and comprehend writing and computer printouts in English.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday.

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent. Bachelor's Degree from an accredited college or university with a major in Business, Accounting, Public Administration or related field is preferred.

Two (2) years of purchasing, budgeting or accounting experience with a public sector entity is preferred. Requires strong proficiency with Microsoft Word, Excel and database programs and the ability to utilize financial accounting systems.