

CITY OF TOPPENISH
Class Specification

Title: DEPUTY FINANCE DIRECTOR/
CITY CLERK **Department:** Finance

FLSA Status: Exempt

Reports To: Finance Director/
City Clerk

Effective Date: June 18, 2012

General Summary

Provides close backup support to the Finance Director/City Clerk and is the number two position in providing most financial functions to the City, including revenue accounting, expenditure ledgers, cash reporting, investments, budgeting, and annual reports. Assists the City Clerk in carrying out department administration and supervisory responsibilities. Majority of work deals with Finance and Clerk functions. Reports to the Finance Director/City Clerk.

Essential Functions/Major Responsibilities

1. Make financial transaction entries in a variety of ledgers, accounts, journals and reports.
2. Ensure the accurate accounting of financial transactions, balancing all ledgers, accounts, journals and reports, etc.
3. Manages investment of all City funds, maintains investment ledgers and apportions interest to appropriate funds.
4. Manages cash flow, provides cash report and transfers money between accounts as required.
5. Responsible for bond redemption activities including ledger posting.
6. Assist City employees with employee benefit questions and benefit programs, etc.
7. Provide customer service by answering questions and providing help to city residents and customers concerning City services.
8. Provide accounting and operational support to cemetery operations/administration.

9. Administer the City payroll by making pay adjustments, tracking performance evaluations, employee longevity, answering employee questions, etc.
10. Provide miscellaneous support to the Finance department concerning payroll, A/P, A/R, court activities.
11. Assist in the preparation of the annual budget and related reports.
12. Provide assistance to the City Clerk/Finance Director as requested.

Secondary Functions

1. Participate in salary surveys.
2. Perform other related duties as assigned.

Job Scope

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity or difficulty. Usually operates from established and well-known procedures. Job tasks are performed independently and with minimal supervision. Work is normally checked or verified by the Department Head. Errors in work or judgment can affect the accuracy of financial reports, budgeting, or otherwise affect the image of City government. Decision making is done within City organization policy constraints and/or within broad interpretation of applicable laws, governmental guidelines, etc. Position has partial budgetary preparation/compliance accountability. Position is involved in strategic or operational planning at the departmental level.

Supervisory Responsibility

The position is supervisory to the extent that assistance is provided to the Finance Director/City Clerk in the conduct of that position's responsibilities.

Interpersonal Contacts

Contacts are normally made with others both inside and outside of City government. Most contacts are made verbally and are with city residents, contractors, vendors, and other city employees and involve answering questions, providing information and referring to other city employees. Contacts are usually face-to-face, via telephone, or email. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Contacts are made on own initiative.

Specific Job Skills

Possess a strong knowledge of accounting and payroll principles, techniques and procedures. Possess strong skills in the use of personal computers including word processing, spreadsheets, databases, etc. Possess knowledge of standard office equipment and effective/efficient office procedures. Possess strong interpersonal skills, telephone etiquette and possess the capacity for teamwork. Ability to use discretion in all contacts. Negotiation skills are required in handling customer complaints. Ability to perform data entry, advanced business math and provide customer service. Ability to speak and read English and to communicate effectively both orally and in writing with diverse individuals and groups. Ability to make decisions based on sound judgment leading to logical conclusions. Mental activities required include using independent judgment, decision making, applying interpersonal and customer service skills, and participating in a creative team environment. Physical activities require sitting, talking, reaching, hearing, handling, grasping, repetitive motions of hand/wrists, keyboarding and walking.

Education and/or Experience

Associate of Arts degree in Accounting, Business Administration, Public Administration or related field plus a minimum of one to two years related job experience or equivalent education and/or experience.

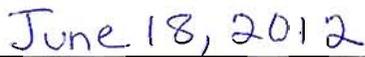
Job Conditions

Position performs a majority of work assignments in an office environment and often spends extended periods of time working with computers. Position performs extensive close work assignments and computer work. Work requires substantial time in addition to normal work schedule and evening meetings. Position works under constant time constraints/requirements. Position requires the ability to work on multiple projects/tasks within the same time frame. Comes into contact with distressed/irate customers.

APPROVED



William C. Murphy, City Manager



Date Approved by City Manager