

**CITY OF DUNCAN, OKLAHOMA**  
**POSITION DESCRIPTION**

Job Title: Assistant Finance Director (Deputy Treasurer)  
Department: Finance  
Date: 4/9/2018  
Pay Range: TBD, depending upon experience and qualifications

**GENERAL PURPOSE**

Performs a variety of complex, supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems and treasury functions of the City as well as assisting with processing and/or supervising the operations of accounts payable/purchasing, fixed assets and salvage of assets, payroll processing and reporting,

**SUPERVISION RECEIVED**

Works under the general direction of the Finance Director.

**SUPERVISION EXERCISED**

Exercises general supervision over all finance staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Main focus of this position will be to assist with implementation of prudent policies and procedures for outgoing funds for payroll and purchasing, along with maintaining accurate records of fixed assets with additions and removals.

Supervises assigned employees that process outgoing payments as well as be able to process same. Responsible for payroll processing and liabilities associated with payroll distributions.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Communicates adopted financial plans, policies and procedures to staff.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; Assist Finance Director to assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and

oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

Assist Finance Director to establish and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Assists in budget preparation and execution.

Oversees accounts payable processing and payroll processing, including required reporting.

Attends regular and special City Council meetings as needed.

#### PERIPHERAL DUTIES

Perform general management duties for the Finance Director as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- (A) At least Five (5) years of progressively responsible municipal finance work;
- (B) Graduation from an accredited four-year college or university with a degree in accounting, finance, business, or public administration, or a closely related field;
- (C) Any equivalent combination of education and experience.

##### Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, working knowledge and experience in the use of INCODE software.
- (B) Skill in operating the listed tools and equipment.
- (C) Ability to prepare and analyze financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and City officials; ability to communicate effectively orally and in writing.

#### SPECIAL REQUIREMENTS

A valid Oklahoma state driver's license or ability to obtain one within three months with a driving record acceptable to the City's insurance carrier. Must be bondable.

## TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Personnel Director