

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Assistant Finance Director

Department: Finance

Pay Grade: 117

FLSA Status: Exempt

JOB SUMMARY

The Assistant Finance Director supports the Finance Director in managing the City's financial operations, including the accounting, finance, budget, investment, payroll functions, and utility billing for the City. An incumbent in this position also maintains department related accounting systems and oversees work of departmental personnel, year-end processes, and annual audits.

ESSENTIAL JOB FUNCTIONS

- Provides day-to-day leadership and management of departmental divisions, including accounting, payroll, and utility billing.
- Assists in reviewing and approving payroll, workers compensation, benefits, longevity, and pay increase records; assists in providing scenario analysis as needed.
- Oversees accounts payable and receivable operations and ensures compliance with applicable regulations, including unclaimed property and conflict-of-interest reporting.
- Assists with City and Lockhart Economic Development Corporation's Cash Management Program and Investments; maintains records of debt, budget principle, and interest payments; and prepares audit schedules to support debt activity.
- Reviews and approves general operating account wires, journal entries, and account balances daily.
- Ensures proper accounting and inventory of City assets, including oversight of the annual fixed asset review.
- Oversees and ensures the accuracy, timeliness, and efficiency of financial transactions, reporting, and internal controls.
- Assists in developing, implementing, and maintaining financial policies, procedures, and internal control systems to ensure compliance and efficiency.
- Interprets and follows local/state/federal mandates, financial laws, rules, and regulations.
- Prepares financial reports both for internal use and for compliance with government accounting principles.
- Analyzes the impact of revenue sources (e.g., property tax, sales tax, fees) on current and future budgets.
- Assists the Director with the budget development process and assists departments in preparing and managing their operating budgets.

- Leads the preparation of the City's Annual Comprehensive Financial Report (ACFR) and coordination of the annual external audit by the statutory deadline.
- Provides departmental assistance in procuring IT related equipment for personnel.
- Supports grant program administration and purchasing activities.
- Serves as acting Finance Director in the absence of the Finance Director.
- Prepares and presents financial and budgetary information to City officials as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires Bachelor's degree in accounting, finance, or a related field from an accredited school, five (5) years of related work experience in financial administration and accounting, or an equivalent combination of education and experience; additional supervisory experience along with Certified Public Accountant (CPA) and/or Certified Government Finance Officer (CGFO) designation preferred.

Licenses or Certifications:

- Certified Government Finance Officer (CGFO) or Certified Public Accountant (CPA) designations preferred.
- Ability to obtain Public Funds Investment Act training within 12 months.

Special Requirements:

- Pass a thorough criminal background check.
- Possess and maintain a valid Texas driver's license, Class "C", with an acceptable driving record.
- Ability to maintain regular, reliable in-person attendance and to work extended hours as needed.
- Use a 10-key calculator by touch.
- Comply with the City's drug free workplace policy including any testing requirements that might be applicable.

Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Procedures (GAAP) and Governmental Accounting Standards Board (GASB) including procedures for grant accounting, auditing, and internal controls.
- Knowledge of City and county charters and codes.
- Knowledge of personnel rules and regulations.
- Knowledge of Annual Comprehensive Financial Report (ACFR) and tax codes.
- Knowledge of accounting software systems such as ERP Pro 10 (Tyler Technologies), network server, and data processing applications.
- Skill in using Microsoft Office (such as Excel and Word) and department software.
- Skill in using a 10-key calculator.
- Skill in performing basic math computations including addition, subtraction, multiplication, division, and calculating percentages.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Skill in organizing and delegating.

- Ability to supervise and evaluate the work of others.
- Ability to meet deadlines.
- Ability to perform accounting transactions accurately.
- Ability to work extended hours as necessary.
- Ability to establish and ensure compliance with policies and procedures
- Ability to work cooperatively with fellow employees and supervisors.
- Ability to read and interpret difficult source documents.
- Ability to use tact and diplomacy.
- Ability to analyze and solve problems.
- Ability to deal with challenging situations.
- Ability to establish and maintain effective work relationships with other staff, department heads, vendors, government officials, and the general public.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

R	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
F	• Grasping: Applying pressure to object with fingers or palm.
C	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
C	• Hearing 2: Receiving detailed information; making discrimination in sound.
R	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
R	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
R	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
O	• Reaching: Extending hand(s) and arm(s) in any direction.
F	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
C	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
R	• Standing: Being erect particularly for sustained periods of time.
R	• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.

C	<ul style="list-style-type: none"> Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	<ul style="list-style-type: none"> Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
R	<ul style="list-style-type: none"> Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed inside a climate-controlled building and is a relatively safe and secure work environment that may periodically have unpredicted requirements or demands.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date