

**City of Sallisaw
Job Description**

Job Title: Assistant City Manager / Director of Finance

Exempt (Y/N): Yes
Date: January 2012

Department: Finance
Reports To: City Manager

SUMMARY

Assistant City Manager/Director of Finance is an executive level supervisory and administrative position responsible for assisting the City Manager in the day-to-day operations of the city. In addition, as Director of Finance, is responsible for directing, monitoring, and planning all aspects of the Finance Department. Supervises all accounting functions including purchasing, payroll, utility billing, meter reading, accounts payable and accounts receivable. Ensures all financial transactions are accounted for and processed correctly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists the City Manager with the day-to-day operations of the city including but not limited to
 - a. Supervision of various departments as assigned.
 - b. Provide assistance as needed to various departments.
 - c. City planning, project planning and project implementation.
 - d. Policy making including the writing of policies.
 - e. Economic Development.
 - f. Implement, manage, and/or participate in special projects as needed.
 - g. Review and make recommendations regarding utility operations and utility rates.
 - h. Review and make recommendations on all other aspects of city operations as needed or as directed.
 - i. Represent the City at various community/civic events. Prepare and make presentations to city boards and commissions as well as other civic or private groups.
 - j. Appear for scheduled work with regular, reliable, and punctual attendance.
2. As the Director of Finance:
 - a. Maintains detailed records of budgets, revenues, and expenditures. Prepares a variety of accounting and financial reports. Prepares trial balances, reconciliations, and worksheets.

- b. Perform analysis of revenues and expenditures as needed. Make suggestions on revenue generation and expenditures.
- c. Monitor accounting and internal controls and procedures. Ensure all transactions are accounted for and posted correctly. Ensure all funds remain in balance. Maintain financial records in accordance with GAAP, GASB, and any applicable State of Oklahoma and Federal law.
- d. Prepares the annual budget and make budget presentations as needed.
- e. Prepare and make presentations on other city operations and programs as needed.
- f. Coordinates and assists in the completion of the annual audit.
- g. Work with outside contractors/consultants on various projects that directly affect the city and the Finance Department.
- h. Train new personnel as needed.
- i. Appear for scheduled work with regular, reliable, and punctual attendance.

SUPERVISORY RESPONSIBILITIES

In the absence of the City Manager, assumes the duties of the City Manager in accordance with the city's Charter, city policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from a four-year college or university and minimum two years related experience related to private or municipal accounting or other business tasks. Bachelor's degree in accounting or other similar area of study preferred.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents; Communicates frequently with other employees and customers; Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; Ability to effectively present information and respond to questions from public groups, managers, customers or the general public; Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables; Ability to interpret and apply laws and regulations pertaining to financial records.

COMPUTER AND ADMINISTRATIVE SKILLS

To perform this job successfully, an individual must have knowledge of Microsoft Office products, primarily Excel and Word, and the ability to learn specific programs related to municipal government activities.

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 disabilities to perform the essential functions.

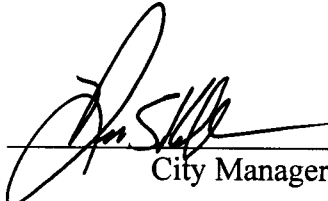
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

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 disabilities to perform the essential functions.

The incumbent will typically work in an office environment where noise level is usually moderate.

** A pre-employment drug test is required.

Approved:  _____
City Manager

Date: 2/9/2023

Created: January 9, 2012
Modified: February 9, 2023