

## City of Hopewell Job Description

<b>Job Title:</b>	<b>Assistant Finance Director</b>	<b>Job Code:</b>
<b>Reports to (Title):</b>	Finance Director	<b>Pay Grade:</b>
<b>Department/Bureau:</b>	Finance	<b>FLSA:</b> EX
<b>Job Purpose Summary</b>		
<p>Assistant Finance Director serves as the Controller for the City of Hopewell, VA. Having direct oversight and management of the City's general ledger, accounts payable and receivable, payroll, day to day accounting operations and accounting for investments. Oversee all financial, project/program and accounting; ensure that expenditures are consistently aligned with program budgets throughout the fiscal year or funding period; coordinate financial reporting, internal and external.</p> <p>Ensure accounts, ledgers, and the City's reporting systems are in compliance with appropriate GAAP standards and regulatory requirements. Assist in maintaining overall internal control and safeguarding of City assets.</p> <p>Performs complex professional work, assisting with planning, organizing, and financial activities of the City, Also preparing and maintaining financial records/reports and related work as apparent or assigned.</p> <p>Supervision is exercised over all personnel within the department in the absence of the Finance Director.</p>		
<b>Essential Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Oversees and participates in department operations as relates to various professional accounting, finance, and business management functions.</li> <li>• Direct responsibility to maintain the general ledger of the City.</li> <li>• Oversees the daily system management of the central financial records and related systems of internal controls, accounts payable, payroll processing, payroll accounting and related reporting.</li> <li>• Monitors monthly and quarterly revenues and expenditures activity for the department.</li> <li>• Administers accounting, payroll, and accounts payable functions of the department.</li> <li>• Prepares various documents and schedules for annual external audits for the City.</li> <li>• Assist with coordinating all audit activity.</li> <li>• Review and monitor the City reconciliations; provide advisory and/or technical support as appropriate.</li> <li>• Directs the overall preparation or coordination of monthly, quarterly, and annual financial reports.</li> <li>• Ensure City accounting and related financial policies and procedures are maintained current.</li> <li>• Reviews and approves invoices, oversees payment processing and related account reconciliation.</li> <li>• Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep the Finance Director informed on financial status.</li> <li>• Recruits and selects accounting department personnel; assigns, counsels, directs, trains and inspects the work of subordinates; develops staff schedules and perform all related supervisory function.</li> <li>• Represents the department within and outside the City.</li> </ul>		
<b>Job Specifications</b>		
<p><i>Minimum Education and Experience:</i></p> <ul style="list-style-type: none"> <li>• Bachelor's degree with coursework in accounting, finance, or related field and extensive experience in business administration and public or municipal finance, or equivalent combination of education and experience.</li> </ul>		

## City of Hopewell Job Description

### *Knowledge:*

- Comprehensive knowledge of GAAP and of principles and practices of public or business administration.
- Good knowledge of local government accounting.
- Knowledge of Microsoft software applications such as Excel and Word.

### *Skills:*

- Quantitative, analytical, computer, customer service, and oral and written communication skills.

### *Abilities:*

- Ability to deal with all levels of organization and with top representatives of other organizations.

### **Work Environment**

### *Work Environment:*

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

## City of Hopewell Job Description

*Essential Physical Activities:*

- Hearing, seeing up close, talking, finger movement.

**DISCLAIMER:** *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: February 4, 2003

Date(s) Revised: January 19, 2023