



Position Title: Deputy Finance Director

NATURE OF WORK

This position within the Finance Department requires highly technical accounting and fiscal management skills as well as supervisory, communication and leadership competencies. Responsibilities and duties are performed within an overlapping framework of local law (City Charter and Ordinances) and State and federal law and incorporates General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). Work is performed under the supervision and direction of the Director of Finance & Administration. Responsibilities include but are not limited to overseeing the accounting for all City funds; assisting in budget preparations and financial planning; monitoring expenditures and general ledger activity; preparing financial reports; and assisting in the oversight of the management of the City's integrated fiscal management structure.

This position requires attendance at night meetings, conferences, workshops, and training sessions.

SUPERVISION

Incumbent works under the general direction of the Director of Finance & Administration. The majority of work is performed independently requiring significant exercise of judgement and initiative to ensure all municipal financial transactions conform to law and professional standards. Incumbent is expected to establish and maintain effective working relationships with the City Manager and senior leadership team including department heads, outside auditors, and State and Federal officials.

Work is reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Incumbent, in coordination with the Director of Finance & Administration, will oversee the work of the department's employees, setting goals and ensuring staffing needs are met. Will participate in the hiring, discipline and evaluating staff performance in accordance with City policies and collective bargaining agreements.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below 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 work is similar, related, or a logical assignment to, or extension of, the position.

1. Assists in the planning and management of the City's financial goals, objectives, and operations.
2. Maintains the City's financial system and accounting records in accordance with all applicable principles and standards.
3. Researches and implements compliance measures for applicable statutory or regulatory requirements affecting public fiscal issues.
4. Works in coordination with the Director of Finance and Administration, Deputy Finance Director-Accounting, and City Manager in the preparation and coordination of the annual budget for the General, Special Revenue, and Enterprise Funds, including preparation of charts and spreadsheets to effectively display financial information.

5. Recommends, writes, maintains, and tests internal control and financial policies and procedures.
6. Assists in all functions of City bond issuance including preparation of bond authorizations, ensures proper information to Financial Advisors and Bond Counsel in accordance with the legal requirements for each resolution, prepares Preliminary Official Statement (POS) and presentation for bond rating agencies.
7. Maintains debt schedules, debt limit calculations, accrued interest, amortization schedule for bond premiums, annual cash flow reports for bond payments, and other debt schedules required for the annual audit.
8. Assists with the preparation of the necessary state reports: MS-123, MS-232, MS-434, MS-6C, and MS535. Coordinates with School, Assessing, Tax and Clerk's office to compile and reconcile with other MS reports required to set the tax rate.
9. Works with all department heads to assist them with budget development and budget projections.
10. Monitors and reconciles all expenditures to ensure accuracy and budget appropriations are not exceeded.
11. Assists in the preparation of the Popular Annual Financial Report (PAFR).
12. Assists in the annual audit with the City's external auditors including assisting in the preparation of the Introduction Letter, Management Discussion and Analysis (MD&A), and Statistical Section for the Annual Comprehensive Financial Report (ACFR).
13. Works closely with the Information Technology Division to improve technology related to all financial aspects of the City.
14. Reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
15. Performs other duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Thorough knowledge of the principles and practices of GAAP and GASB reporting standards; New Hampshire General Laws as they pertain to finances, accounting principles; budget preparations and administration; long-term strategic planning of financial operations; and internal control management.

Ability: Ability to use computer accounting software. Ability to analyze and interpret accounting data; prepare financial reports and statements for audit and City Council; ability to supervise, demonstrate leadership and collaborate with finance staff and senior management; organize and coordinate operations; ability to communicate effectively verbally and in written form; and the ability to meet deadlines. Ability to communicate effectively with the general public, City staff, and government officials at all levels and maintain an understanding of racial equity, inclusion, and belonging.

Skills: Familiarity with Microsoft Office suite of tools to effectively prepare electronic documents and presentations.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL AND MENTAL EFFORT

Work requires a high degree of judgment and attention to detail to provide accurate budget and financial information. Position requires examining, analyzing, and evaluating facts and circumstances surrounding a situation, and determining the action to be taken. Work requires understanding, interpreting, and applying complex federal, state and local regulations. The work consists of the practical application of a variety of concepts, practices, and specialized

techniques relating to financial administration. Assignments typically involve evaluation and interpretation of factors and evaluating compliance with established standards or criteria; gathering, analyzing and evaluating data using specialized fact finding techniques; or determining the methods to accomplish the work. Errors can result in delay or loss of service, monetary loss, and legal repercussions.

Incumbent must prioritize and perform duties and/or solve problems in a timely manner to ensure work is completed smoothly and efficiently as possible to meet critical deadlines. Incumbent has access to confidential information. Incumbent has frequent contact with all City Departments to provide or receive information and assistance and to respond to inquiries regarding issues and procedures. Contacts are usually made in writing, in person, texting, via e-mail, and on the telephone.

Minimal physical effort required in performing duties under typical office environment. May involve moderate moving, lifting, and carrying of small equipment. Spends extended periods at workstations performing tasks requiring eye-hand coordination, finger dexterity and viewing computer screens.

MINIMUM REQUIRED QUALIFICATIONS

A candidate for this position should have Bachelor's Degree in Accounting. Considerable experience in accounting and financial operations within a municipality or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work. A Certified Public Account is a plus but not necessary.

(The above descriptions are illustrative. They are intended as guides for personnel actions and are not complete itemizations of all facets of any job.)