



CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

DEPUTY FINANCE DIRECTOR JOB DESCRIPTION

Department:	Finance Department
Supervised By:	Finance Director
Classification:	Full-Time Exempt
Supervises:	None
Salary Range:	\$75,000-95,000 DOQ

Position Summary:

Under the supervision of the Finance Director, assists in the administration of the day- to-day operations of the City's accounting, budget, cash management, investment, and pension administration functions. Prepares journal entries, performs reconciliations and conducts budget analysis. Serves to support the Finance Director in providing financial oversight and guidance to senior management across governmental, business, and component units, supporting strategic financial planning and ensuring compliance with financial regulations and standards.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in the administration of the day-to-day operations of the City's accounting functions, including accounts payable, accounts receivable, and payroll. Assist with the administration of the department in the absence of the Director.
2. Manage and participate in the development and implementation of finance goals, objectives, policies, and priorities.
3. Assists with the monitoring of daily cash flow needs of the City assuring sufficient operating funds are available to meet the City's operating needs; transfers funds as directed. Advises the Finance Director of cash flow issues and opportunities.
4. Prepare and maintain monthly general ledger and budget reports along with supporting schedules and journal entries. Monthly reconciliation of subsidiary ledgers to general ledger. Journalize and post entries to computer software for miscellaneous receipts, utilities, and permits. Prepares bi-monthly tax distributions to the County and School District for review and approval of finance director.
5. Perform research and budget review analysis. Conducts budget-to-actual analysis of receipts and expenditures on a monthly basis; assuring sound fiscal control while recommending budget adjustments as necessary.

6. Performs bank and investment account reconciliations and resolves any differences. Prepares interest allocation report. Works with the City Treasurer to reconcile any cash discrepancies.
7. Prepares trial balances and related fiscal year-end schedules and reports and other required documentation for external auditors for the purposes of meeting annual financial reporting requirements.
8. Perform internal control reviews of financial systems and controls. Researches and resolves accounting software issues.
9. Assist the Finance Director in preparing the annual budget and year-end closing process. Duties include preparation of schedules, account analysis, and information summary. Prepares and files annual reports with the State of Michigan, County and other agencies as required.
10. Preparation of necessary calculations and documentation related to the City's PA 345 public safety pension system, including pension benefit calculations for the actuary, journal entries and employer contributions as required.
11. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. A combination of education and experience may be considered. Requirements include the following:

1. Bachelor's degree, or equivalent, in accounting, finance, business administration or a related field.
2. Three to five years of experience in bookkeeping or general accounting, preferably in governmental fund accounting.
3. Analytical ability and mathematical aptitude necessary to perform complex financial analysis. Ability to identify and resolve discrepancies.
4. Interpersonal and communication skills necessary to work productively with all levels of City personnel, City customers, financial institutions, actuary, external auditors and others.
5. Ability to work accurately with numbers and detail.
6. Knowledge of generally accepted accounting principles (GAAP), methods, practices and terminology along with Government Accounting Standards Board (GASB) requirements.
7. Knowledge of governmental/fund accounting, cash management, Act 51, Act 345, PA 202, water and sewer enterprise funds and budgeting principals and procedures.
8. Knowledge of computer software including accounting, spreadsheets, presentations and database programs. Experience in a BSA and Microsoft environment preferred.

9. Skill in the preparation of financial or other reports and the maintenance of records.
10. Ability to collect, organize, and analyze accounting data while paying close attention to detail.
11. Ability to prepare and objectively analyze comprehensive reports; ability to carry out assigned projects to completion; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with Boards and Commissions, City Council, City employees, and the public.
12. Ability to prepare and maintain accurate records and reports, and to perform mathematical computations quickly and accurately.

Other Requirements

1. Valid Michigan driver's license, or the ability to obtain one within one (1) month.
2. Must be able to be bonded.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the duties required by the Deputy Finance Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The employee must occasionally lift and/or move lightweight items. The noise level in the work environment is usually quiet.

The City of Berkley is an Equal Opportunity Employer.