



JOB POSTING NOTICE

JOB TITLE: Assistant Finance Director

JOB POSTING DATE: November 7, 2016

JOB DESCRIPTION:

Payroll: Compile, compute and process payroll, Prepare and process all employee deductions including income taxes, union dues, insurance payments, garnishments, and remit on a timely basis. Compile various reports required by outside parties, including but not limited to pension boards, federal, state and local governments, various governmental agencies, benefit administrators. Respond to mail, telephone and in person inquiries from both and outside parties regarding payroll and benefit issues. Maintain employee records. Process quarterly and yearly reports.

Receivables: Reviewing and recording all revenues received including income tax, property tax, municipal taxes, interest and departmental revenues. Preparing daily deposits. Assisting Finance Director with monthly bank reconciliation- Review bank statements, cashing checks, preparing and reviewing revenue and expense reports to verify accuracy of all journal entries to balance books to bank. Maintaining all vehicles titles and records and process vehicle title transfers, Assistant residents with property tax calculation questions. Assisting Finance Department with any other duty as needed.

JOB SUPERVISOR: FINANCE DIRECTOR

JOB REQUIREMENTS:

- Bachelor Degree in Business Administration, Accounting, or related field. CPA preferred. Supervisory experience preferred.
- Knowledge of word and excel
- Finance or accounting experience necessary. Government accounting experience a plus.
- Excellent interpersonal, verbal and written communications skills a must.
- Detail oriented. Excellent organization skills.
- Able to work independently as well as part of a team.

November 7, 2016

SPECIAL INFORMATION SUCH AS HOURS OF WORK, SPECIAL WORK SCHEDULES OR EQUIPMENT USED:

- Full time 40 hours per week

PAY RATE DEPENDING ON EXPERIENCE.

If interested, please complete a self-nominating form located at the Reception Desk and deliver it to Finance Director within the job posting **end date November 18, 2016.**