

Job Description – City of Burleson

Job Title: Deputy Director of Finance – Accounting Operations
 Department: Finance
 Pay Grade: 40
 FLSA Category: Exempt
 Schedule: 40 hours per week with after hours as required
 Date Revised: November 8, 2024

Approvals:	HR:		CMO:	N/A
	DIR:		CMO:	N/A

PRIMARY DUTY:

This position leads and manages aspects of the assigned operational divisions, assigned staff and functional areas within the department. This includes, but not limited to, accounting, financial reporting, treasury, audit, grant reporting, payroll, accounts payables and receivables, operational reviews, management of assigned programs, and special projects as assigned. Provides highly technical and professional assistance to internal and external parties.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Hires, trains, supervises, and evaluates performance and productivity of assigned personnel, monitors and ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements, approves time and attendance, addresses and investigates complaints, performance or corrective action issues, makes shift schedules and work assignments, and ensures scheduling and completion of training.
L	Develop and manage all services and activities of assigned functional areas, divisions and programs. Responsible for compliance with related local, state and federal regulations, codes, and ordinances.
L	Develop, implement, coordinate, and communicate policies and procedures for the assigned area; establish goals, objectives, and performance measures and standards that carry out the vision and goals of the city and department.
S	Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned area including analyzing procedures and processes to ensure effective and efficient processes in accordance to applicable accounting standards and adequate control environment.
S	Analyzes financial data submitted by departments and addresses abnormalities or departures from policy with appropriate levels of city staff.
S	Effectively collaborates with internal and external parties.
S	Monitors the work of consultants and contractors in accordance with expectations.
S	Develop and manage special projects as assigned.
S	Prepares and presents reports and presentations to a variety of audiences.
S	Responds to City Council, citizens, and city staff concerning various issues within assigned area.
S	Responsible for coordinating and preparing monthly, quarterly, and annual financial and accounting reports.
S	Apply appropriate accounting standards such as GASB pronouncements and GAAP to financial statements and transactions including implementing new pronouncements.
S	Coordinate the annual external audit including preparation of year-end analysis and journal entries, preparation of audit work papers, coordination with auditors on audit procedures, issuance and submission of ACFR, single audit report, and post

	reporting requirements.
S	Reconcile financial issues and handles system problems.
S	Assist in the analysis and selection of investment alternatives as well as the preparations of periodic investment reports.
S	Coordinate the monitoring and projecting of interdepartmental charges with internal service funds.
S	Provide backup for critical tasks performed by the Finance Director.
S	Perform other duties as assigned.
S	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standard Board (GASB) pronouncements, finance operations and procedures, internal controls, and financial forecasting techniques.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations – particularly those applicable to government accounting and grants.
- Knowledge of accounting theory, principles and practices, and their application to a wide variety of accounting transactions and problems in municipal government.
- Skilled in the application of GASB and GAAP in financial transactions requiring professional level attention.
- Skilled in compiling and preparing complex analytical financial and administrative data for reports.
- Skilled in facilitating the development of alternative solutions and addressing recommendations.
- Proficient computer skills.
- Skill in effective time management, prioritization, organizing, and evaluating the activities of self and others.
- Ability to prepare financial statements, projections, cash forecast and other financial forecasts.
- Ability to implement and administer ERP financial systems.
- Ability to multitask and learn quickly
- Adaptable and able to quickly adjust to changing priorities.
- Ability to work independently with limited supervision.
- Ability to be self-motivated and motivate others.
- Ability to make competent decisions and exercise good judgment.
- Excellent communication skills both orally and in writing including proficient listening skills, rules of grammar, practices of document preparation, and conveying information in a concise, tactful, professional manner.
- Must have polished and proven people skills with a focus of being able to interact well with a diverse population and provide excellent customer service
- Must have proven leadership abilities and management skills with ability to effectively supervise, mentor, and develop employees.
- Skill in public speaking and ability to make effective presentations to a variety of audiences and convey technical information in an easily understood manner.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Accounting or related field.
- Five (5) years progressively responsible experience in a local government finance environment.
- At least two years of supervisory experience.
- Any combination of related education, experience, training, certifications, and licenses that provides the knowledge, skills and abilities will be considered.

CERTIFICATES AND LICENSES REQUIRED:

- Must have a valid Texas driver’s license with a good driving record.
- Certified Public Accountant or CPA candidate OR Certified Governmental Finance Officer preferred.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate-controlled office environment.

TOOLS AND EQUIPMENT USED:

Standard office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds
Pushing/Pulling	O	To open and close filing cabinet drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	F	To use the computer, calculator and writing.
Crouching/Crawling	R	To plug in computer, calculator, etc.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F_time pressures

R_irregular schedule

F_frequent change of task

O_tedious exacting work situation

F_performing multiple tasks simultaneously

other: F managing various tasks _____

R_emergency situations

R_danger/physical abuse

R_noisy/distracting environment

F_working closely with others as part of a team

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.