City of Rapid City

Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Deputy Finance Director</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>DFOF</td>
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<td>Pay Grade:</td>
<td>25</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>2/11/2022</td>
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**General Summary:** This position is responsible for providing a uniformed accounting system for the City in accordance with generally accepted accounting principles and state statutes; managing and leading the delivery of financial and operating services of multiple programs within the City’s Finance Department, including but not limited to accounts payable, cash disbursements and License & Trust funds.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Supervises and directs the activities of multiple financial and budgetary programs including accounts payable, cash disbursements, License & Trust funds and debt payment administration.
- Assists with the citywide budget including budgeting process; prepares final budget for review and periodically reviews expenditures to ensure adherence to budgetary limitations.
- Directs and maintains controls over the City’s general and subsidiary ledgers and financial systems for accounts payable and budgeting. Ensure all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices.
- Makes recommendations to and confers with the Finance Director in matters relating to the fiscal and budgetary policies of the City; advise major organizational units on proper financial procedures. Establishes and monitors written accounting and internal controls and procedures as it relates to accounts payable and cash disbursements.
- Directs the Finance Department’s efforts to assist external departments in effectively using the City’s financial and budgetary systems. Provide user assistance and instruction in proper accounting, budgetary and financial procedures. Responsible for ERP system maintenance.
- Prepares financial trends, analyses of expenditures, debt services and other information necessary for sound financial management.
- Maintains debt redemption schedule.
- Directs contact with the City’s wireless telecommunication provider for all the City’s wireless purchases, plans, upgrades, etc. and oversees the City’s cell phone distribution process.
- Oversees the City’s credit card program.
- Maintains accounting ledgers, journals, and registers of city disbursements.
- Assists with municipal elections.
- Supports and provides guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
- Represents the Finance Director in his/her absence.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.
- Manages staff by interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding/disciplining employees; addressing complaints and resolving problems.
Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university in Business, Finance, Accounting, Public Administration, or related field and ten (10) years of directly related experience; to include five-years of experience supervising major accounting functions. Experience in governmental accounting, fiscal management or accounts payable desirable.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Certified Public Accountant (CPA) certificate with experience in public sector highly desired.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Most work is performed indoors in an office where interruptions may occur.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.