



Job Description: **Deputy Finance Officer**
Location: City Hall
Department/Division: Finance
Reports to: Finance Officer
FLSA: Exempt
Pay Range: 51

Summary of the Position:

Under general direction, performs professional accounting activities requiring knowledge and professional application of accounting principles, practices and techniques in accordance with accounting standards. Supervises employees engaged in accounting, utility accounts and billing, licensing, payroll, and bookkeeping functions. Upholds and embodies the values, mission, and goals of the City of Yankton.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

- Plans, directs, organizes and schedules the activities of accounting related staff employed in the finance department.
- Monitors and performs cash management functions.
- Completes monthly bank reconciliations and related interest allocations.
- Analyses, develops and documents accounting procedures and controls related to assigned tasks.
- Performs complex accounting duties involved in the preparation and maintenance of the general ledger and subsidiary accounts.
- Prepares and/or directs the preparation of payments and reports for payroll, utilities, investments, sales tax etc.
- Interprets various accounting data, analyzes reports and recommends or takes action.
- Implements new procedures and practices to promote efficiency.
- Handles insurance renewals, claims, and questions.
- Assists in the production of annual report submitted to SD Dept of Legislative Audit.
- Maintains special assessment files.
- Oversees and directs utility billing operations.
- Manages city credit cards.
- Assists with customer services as needed.
- Preparation of municipal elections.
- Acts as the Finance Officer in absence.

Knowledge, Skills and Other Characteristics:

- Knowledge of general accepted accounting principles, practices and procedures.
- Knowledge of supervisory principles and practices.
- Knowledge of government auditing principles and practices
- Knowledge of business licensing processes and procedures
- Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations
- Skill in dealing with the public
- Skill in the use of personal computers and related software
- Skill in performing detailed and complex numerical computations and reports.
- Skill in establishing cooperative work relationships with those contacted in the course of work
- Skill in oral and written communication

Qualifications:

Required qualifications to effectively perform the job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's Degree in Accounting or Finance
- At least five years of progressively responsible accounting experience including two years supervisory or public finance experience.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Driver's license requirement:

- Essential
- Non-essential
- CDL

Physical Qualifications:

Below are activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Definitions for the listed activities are defined by the American with Disabilities Act. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This will be sedentary work, sitting or standing for long periods of time.
- Frequently required to talk, see, hear, and operate office equipment.
- Frequently required to view a computer monitor, operate a keyboard and computer mouse for long periods of time.

- Rarely required to climb, stoop, kneel, crouch, crawl, push, pull, lift or grasp.
- Frequently required to problem-solve, think critically, make decisions, evaluate employees, provide customer relations, and have efficient time management.

Work Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job as defined by the Americans with Disabilities Act.

- None - the employee is not substantially exposed to adverse environmental conditions.

08/2023