

VILLAGE OF FREDERICKTOWN
DEPUTY FISCAL OFFICER – JOB DESCRIPTION

Hours: Generally 9:00 AM to 5:00 PM

Job Type: Full-time

Salary Range: \$15.00 to \$23.00 per hour, depending on qualifications and experience

REQUIRED QUALIFICATIONS

Education: High school diploma or equivalent.

EXPERIENCE

Minimum two to four years of progressive experience working in finance.

Knowledge, Skills, Abilities and Personal Characteristics:

1. Demonstrate skill level with Microsoft Office applications, accounting and payroll software; ability to establish and maintain comprehensive public record keeping.
2. Demonstrate ability to maintain confidentiality and use appropriate judgment in handling sensitive information and records; ability to resolve complex problems appropriately and to multitask with pending deadlines.
3. Demonstrate ability to communicate with others effectively and concisely, both orally and in writing.
4. Demonstrate ability to tactfully and effectively deal with the public, staff and patrons of all ages.
5. Demonstrate ability to work effectively with difficult people and to sort through difficult challenges.
6. Demonstrate ability to work independently with minimal direction.

PREFERRED QUALIFICATIONS

Experience with strategic financial planning and budget management.

PHYSICAL DEMANDS

Nature of work requires the ability to operate standard business office equipment. Also requires ability to multi-task, communicate, collect, compile and prepare work documents, set up and manage public records and to do so in a fast-paced environment. Position may require occasional lifting of up to fifty pounds. Travel and overnight lodging may be required occasionally for training.

WORKING CONDITIONS

Work performed in a general office environment under the direct supervision of the Fiscal Officer but shall also assist the Mayor and Village Administrator as needed. This role may require availability for extended hours during peak periods. This job description is not intended to be a comprehensive list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Village.

DUTIES

The Deputy Director assists the Fiscal Officer in managing the financial functions and records of the Village in accordance with all federal, state and local laws. Deputy Fiscal Officer is also responsible for assisting the Fiscal Officer as requested in implementing strategic plans and establishing policies and procedures. Must qualify to be bonded.

ESSENTIAL JOB FUNCTIONS

1. Under the supervision of the Fiscal Officer, assist with preparing the annual appropriations (for both operational and capital improvements) for Village Council review and approval.
2. Assist with oversight of the automated accounting (Uniform Accounting Network) system and serve as liaison to accounting system hardware and software vendors.
3. Assist with financial transactions within the approved budget, including issuing purchase orders, verifying and paying of invoices, processing payroll, and with writing and disbursing checks.
4. Prepare and conduct deposits, disburse all monies, balance bank statements, and manage funds in depositories approved by Council.
5. Complete and file payroll records, employment records, financial and tax reports, insurance forms, retirement plans, unemployment and Bureau of Workers' Compensation data.
6. Make recommendations for improvement on information from routine reports including circulation cash intake, payroll, paid time off/sick leave, materials acquisition, and others.
7. Maintain hard-copy and digital records for each department.
8. Sign contracts involving financial obligations in accordance with the policies adopted by Village Council
9. Maintain inventory of fixed assets and provide secure storage for all vital business records including off-site financial records and legal documents.
10. Management responsibilities may include coaching, managing, training, evaluating, counseling staff, and interpreting policies and procedures.
11. Assist with securing adequate current property liability and casualty insurance for the Village.
12. Attend and/or record minutes of Council Meetings and Finance Committee meetings as needed.
13. Evaluate new or updated policies, procedures, products and services and vendors in order to recommend action to Fiscal Officer.
14. Assist in providing requested information and supporting documents to auditors during financial audits.
15. Maintain knowledge of current trends by attending workshops, reviewing professional publications, establishing networks and participating in professional organizations.
16. Assume additional responsibilities and perform special projects as needed or directed.
17. Handle various inquiries and transactions at the Service Desk and over the telephones, including income tax inquiries.
18. Assist the Utility Clerk as needed.

NOTE: The duties listed above are intended only as general guidelines and illustrations of the various types of work that may be required for this position. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position at the sole discretion of the employer. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, with or without notice, as the needs of the employer or requirements of the position change at the sole discretion of the employer.