



EMPLOYMENT OPPORTUNITY

Job Title	Assistant Finance Director - Operations
Department	Finance
Posting Date	February 18, 2020
Closing Date for Resumes/Applications	Open Until Filled
Salary Range	\$87,250.99 - \$113,426.30
Benefits	Medical, Dental, Life and Disability Insurance; FSA; Retirement Benefits; Paid Sick Leave; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits.
Exempt/Non-exempt	Exempt
Status	Full Time

The City of Saint Charles Human Resources Department is currently recruiting for the position of Assistant Finance Director - Operations. The purpose of this position is to assist the Director in the oversight of day-to-day operations of the Finance Department and to provide high-level analytical support as needed

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise employees performing purchasing, billing, collections, and payroll duties
- Assist in various tasks including, but not limited to, investments, banking relationships, communication with outside agencies, customers, etc.
- Assist in the annual audit process and preparing the City's Comprehensive Annual Financial Report (CAFR)
- Assist in preparing the City's annual Capital Improvements Plan (CIP) and the annual operating budget
- Prepare complex and detailed analysis, reconciliations, calculations and reports as required for billing, collections, payroll, benefits, investments, budgeting and financial reporting functions
- Review and evaluate operations to ensure they are operating efficiently and effectively
- Standardize procedures to improve efficiency and effectiveness of City operations
- Prepare financial, business activity or other reports, schedules, forecasts, budgets or reports required by regulatory agencies or as needed/requested
- Implement and monitor City internal control and financial accounting procedures to assure compliance with City charter, state, federal and other regulations
- Monitor City records and real-time data for fraud, money mismanagement and waste
- Assign and review tasks in conjunction with above
- Evaluate employee performance, recommend employee promotions, discipline and changes in organizational structure
- Act in the absence of the Finance Director as needed or assigned

Minimum Training and Experience Required

- Bachelor's Degree in Accounting, Business, Finance, Public Administration and five years of progressively responsible related experience required; or any equivalent combination of education and experience.
- CPA or master's degree desired.
- Working knowledge of GAAP, GASB and governmental accounting experience preferred.
- Three years of supervisory experience preferred.

Contact Information

Online employment applications can be accessed on our City Website: www.stcharlescitemo.gov

The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify