



City of Cloquet Job Description

POSITION: Assistant Finance Director
DEPARTMENT: Finance
REPORTS TO: Finance Director

SUMMARY

Assists the Finance Director in supervising, controlling, interpreting and communicating the fiscal operations of the City to provide information and guidance to the City administrative leadership, mayor and council members. Provides high level day-today accounting duties to include the maintenance of the City's payroll process.

ESSENTIAL FUNCTIONS OF THE JOB

Assists Finance Director in supervision and management of the day to day functions of the department; manages department in Finance Director's absence. Including supervising receipt and disbursement transactions and utility billing transactions.

Directly supervises and trains assigned personnel to ensure development of their full work potential

Maintains the City's payroll operations to ensure the efficient handling of employees' time-card reconciliation, pay, deductions and benefit payments

Calculates and processes withholding tax, insurance, pension payments and health, dental and life insurance plan payments

Reconciles, prepares and generates federal, state, pension, disability, health and other insurance reports

Ensures that annual, semiannual, quarterly, and monthly reports are prepared, completed and submitted on time to include W-2

Assists with various general ledger accounting entries as required

Submits reports and pay sales and use tax, special fuel tax, provider tax, building permit fee surcharge and other related tax reports

Participates with the Finance Director and the City's administrators in the preparation of the annual budget. Prepares required work papers, schedules, and statements associated with the budget.

Assists and/or performs other finance functions as needed, including accounts payable, accounts receivable, cashier, and utility billing

Prepares required work papers, schedules, and statements associated with the Comprehensive Annual Financial Report (ACFR)

Reconciles bank and investment statements

Reconciles special assessments monthly and sends list to county

Accounts for the City's capital assets

Maintains official accounting records in conformance with generally accepted government accounting principles

Works with Administration and the Cloquet Area Fire District to assist with the coordination of employee information, pay & benefits, employee leave, deductions, and worker's compensation

Performs other duties as apparent or assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting or related field required. Four to five years of municipal accounting or finance experience, experience in payroll processing including the remittance of deductions, W2 preparation, 941 reporting and other payroll reporting.

LANGUAGE SKILLS

Ability to read and interpret documents such as instruction or procedure manuals. Ability to write routine reports and correspondence. Ability to verbally communicate with co-workers, supervisors, elected officials, customers and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher), Adobe, accounting application software, and human resource software.

General knowledge of operation and upkeep of all office equipment.

Knowledge of accounting and bookkeeping practices and procedures.

General understanding of City operations and knowledge of departmental procedures.

Knowledge of state and federal election law.

Ability to obtain Notary Public license.

Knowledge and understanding of department procedures and policies.

Knowledge and understanding of PERA, IRS, and State regulations in regards to payroll.

CERTIFICATES, LICENSES AND REGISTRATIONS

Notary Public

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 walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel,

crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

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.