



CITY OF SENECA
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Seneca, South Carolina 29678
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City of Seneca – Position Description **ASSISTANT FINANCE OFFICER**

GENERAL PURPOSE

This position will perform a variety of routine and complex professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City, including general ledger, cash collections, accounts payable, accounts receivable, payroll and other subsystems. Within the Finance Department and under the direct supervision of the Finance Director, the Assistant Finance Officer supervises the Finance Specialist and the Business License Administrator.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors and supervises cash collections, accounts payable, business license payments and renewals, and other certain clerical work performed within the Finance Department.

Assists in the compilation and preparation of the Annual Comprehensive Finance Report (ACFR) for the City of Seneca, Seneca L&W, and other city corporations.

Assists in the preparation of annual budgetary documents for the City of Seneca, Seneca L&W, other city corporations, and other city budgets not specifically listed.

Attends City Council meetings that include any discussion or matter directly or indirectly related to Finance.

Financial Responsibilities:

- Supervises and performs accounts payable, purchase orders, vendor tracking, bank reconciliations, various journal entries, monthly financial reports, special projects, and other finance-related responsibilities not specifically listed.
- Records and maintains capital expenditures and projects for all funds.
- Monitors and records city credit card transactions to general ledger.
- Communicate payment of current debt service obligations for the City and assist with the compilation of data needed for the issuance of new debt.
- Resolves any accounting and business license issues that may arise.
- Performs random audits throughout city offices that handle any form of cash.
- Support in outlining financial goals, objectives, policies and procedures.

Maintenance of Central Accounting System:

- Maintains City accounting software system, including General Ledger, Accounts Payable, Payroll and Business License.
- Develops and maintains a general ledger chart of accounts.
- Directs maintenance of a central accounting system for the City and its departments in a manner consistent with governmental accounting principles and practices and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.

Budgetary Responsibilities:

- Oversees departmental budgets within ClearGov and accounting software. Works with all departments on the presentation of their budget.
- Assists in preparation and presentation of the fiscal budget that must go through two readings and a public hearing before June 30th to have a final approval from City Council.
- Responsible for inputting the approved annual budget into the accounting program and ClearGov, along with any budget adjustments or amendments.
- Reviews the budget throughout the year to ensure that departments are within budget guidelines.
- Ensures that funds are available to cover the expenses for the entire year.
- Assist the Finance Director with the implementation and submission to the Government Finance Officers Association (GFOA) for award each fiscal year.

Audit Responsibilities:

- Conducts year end close at June 30th each year.
- Assists independent accountants in the annual audit, conduct research and provide any supporting documentation that is requested.
- Analyzes and corrects all general ledger accounts to ensure compliancy with GASB.
- Records accruals and reversing entries for both governmental and proprietary funds, in accordance to their measurement focus and basis of accounting specified by GASB.
- Develops supporting schedules for external auditors.
- Record all adjusting journal entries, if needed, and retain final trial balances and general ledger details.
- Assist the Finance Director with the compilation of the Annual Comprehensive Financial Report (ACFR) each fiscal year, along with submission to the GFOA for award.

Grants and Special Revenue Management Responsibilities:

- Traces all financial information for grants received.
- Analyzes accounting entries for grant funds.
- Enters all accounting entries into the general ledger for all Special Revenues.
- Handles correspondence with Federal/State and County Governments to receive grants, refunds and shared revenue.

May attend various Municipal Association meetings, including Municipal Finance Officer Association meetings and Business License Officials meetings. May also attend the state and/or national GFOA and other applicable training.

PERIPHERAL DUTIES

- Provides clerical support to other finance staff as required.
- Performs other related duties as required.
- Serve as notary public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor’s or Master’s Degree with specialized course work in accounting, finance, or business management.
- (B) Five (5) years of increasingly responsible finance experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, practices and methods of governmental accounting, finance, budgeting, and administration; including knowledge of how various documents and records are formatted for presentation.
- Knowledge of the laws and ordinances governing municipal budgeting and fiscal management, including program budgeting and accounting. Knowledge of structure, functions, and operations of municipal government.
- Ability to analyze and interpret fiscal records and to prepare accurate and complete reports.
- Knowledge of business license and permit ordinances and procedures.
- Ability to prepare accounting reports and records.
- Considerable knowledge of computers, electronic data processing, and cloud based software programs.
- Considerable knowledge of modern office practices and procedures.
- Knowledge of various software packages, including the Microsoft Office suite.
- High proficiency level of skill in the operations of listed tools and equipment.
- Ability to communicate effectively, both verbally and in writing, in concepts, and in factual and financial terms and numbers.
- Ability to communicate with the public and with the municipal staff. Ability to coordinate information between and among the public and staff.
- Ability to work under pressure and/or with frequent interruptions.
- Dependable, reliable, and promptness is a must.

TOOLS AND EQUIPMENT USED

Personal computer, word processing and spreadsheet software, calculator, telephone, switchboard, photocopier, fax machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of activities required and work environments encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit, and talk or hear.
- The employee is occasionally required to stand or walk; use hands to operate, finger, handle, or feel objects, tools, or controls; 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 and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

3/6/24