

CITY OF MANISTEE

Deputy Finance Director \ Deputy Treasurer

Position Announcement

The City of Manistee is seeking an experienced, versatile and hands-on financial professional to serve as Deputy Finance Director \ Deputy Treasurer.

Primary responsibilities include general ledger maintenance and reconciliation, financial statements, audit & budget preparation, property tax administration, banking liaison, functional support and customer service. Activities include a full range of office duties including assisting the public, accounting, reconciliations, scheduling, filing, records management, application and transaction processing.

The successful applicant will possess excellent written and oral communication, exemplary computer ability, organization and office management skills, initiative and adaptability. They will have attention to detail, willingness to learn new skills and tasks and a proven track record of improving organizational efficiency and effectiveness. Experience with BS&A software is a plus.

Associate's Degree in finance, accounting or related with five to seven years of progressively responsible financial experience and a demonstrated ability to perform the job functions required. Bachelor's Degree, CPA license and municipal finance experience preferred.

Wage range \$58,578 to \$76,152 commensurate with experience and background. Full and competitive benefits including health insurance and pension.

Interested applicants should submit an application, cover letter, resume and references by October 23, 2017. Position start date is January 2, 2018.

Materials shall be delivered to the City Clerk's office at 70 Maple St. Manistee MI 49660 or emailed to ebradford@manisteemi.gov with **Deputy Director** as the subject line.

The City of Manistee is an Equal Opportunity Employer.

**CITY OF MANISTEE
JOB DESCRIPTION**

DEPUTY FINANCE DIRECTOR \ DEPUTY TREASURER

SUPERVISED BY: Chief Financial Officer (CFO)

SUPERVISES: Employees of the Administrative Services department

CLASSIFICATION: Salaried Pay Grade 6

POSITION SUMMARY:

Under the supervision of the CFO, helps manage day-to-day operations of the Administrative Services department and directs staff as required. Assists in the collection and management of all monies owed to and held by the City. Maintains the general ledger and related subsidiary ledgers. Assists the CFO/Administrative Services Director with financials, budgeting, annual audit and special projects. Performs internal audits and reviews. Prepares and files various reports with the State.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Daily supervision of departmental staff. Assists in the recruitment and hire of personnel; plans, assigns and coordinates workloads; helps evaluate performance, and oversees training and professional development.
2. Assists the CFO with financials, accounting, audit preparation, budgeting, special projects and policies & procedures.
3. Performs and supervises numerous other financial and administrative duties related to financial and management reporting, banking liaison, contract administration, oversight of City functional transactions, licensing, tax administration, special assessments & records maintenance. Ensures adherence to Administrative Services Department policies and procedures.
4. Serves as backup for functional areas in the case of extended employee absence or as needed.
5. Prepares sales tax, motor fuel, Act 51, Brownfield and other State reports as required.
6. Performs the routine duties of other Administrative Services Department staff as necessary. In this capacity may work the front desk, answer phones, process mail, and respond to citizen inquiries or complaints.
7. Prepares journal entries, makes general ledger adjustment/corrections as necessary.
8. Maintains detailed records and documentation in accordance with City policies and generally accepted accounting principles.
9. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Associate's Degree in finance, accounting or related field and a demonstrated ability to perform the job functions required. Bachelor's Degree and CPA license preferred.
- Five to seven years of experience in public administration, finance, public accounting, or related setting, including some supervisory experience field required. Municipal finance experience preferred.
- Certification as a Municipal Finance Administrator is highly desirable.
- Knowledge of accounting conventions, GASB and GAAP.
- Knowledge of the policies and procedures specific to the Treasurer/Finance Offices.
- Knowledge of bookkeeping and municipal finance.
- Knowledge of general office operations and clerical procedures and practices.
- Knowledge and application of cash management and investment procedures, property tax laws, and banking procedures.
- Considerable skill in composing letters, memoranda and reports, and establishing and maintaining records, accounts and files.
- Skill in compiling data, conducting research and preparing comprehensive and accurate reports.
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations, and work well under stress, within deadlines and with distractions.
- Ability to plan, coordinate, and supervise the work of others.
- Ability to operate general office equipment and machines, personal computer, calculator, typewriter, photocopier, facsimile and postage machine.
- Ability to establish and maintain effective working relationships with employees, supervisors, City officials, other professionals, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the essential functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk and hear; use hands to finger, handle, or feel; view written and electronic documents; and reach with hands and arms. The employee must occasionally lift and/or move items of light to medium weight.

The work climate is a controlled office environment with a low to moderate noise level.

APPLICATION FOR EMPLOYMENT



AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS - COMPLETE ALL SECTIONS:

Please print the requested information in the spaces provided below:

Date of Application: _____ Date available to begin work: _____
Month/Day/Year Month/Day/Year

PERSONAL INFORMATION

Form containing personal information fields: Last Name, First, Middle, Social Security Number, Street Address, Home Telephone, City, State, Zip Code, Cell Telephone, e-mail address, Emergency contact, and employment history questions.

EMPLOYMENT DESIRED

Form containing employment desired fields: POSITION(S) APPLIED FOR, DEPARTMENT(S) (Police, Fire, Finance, Clerk, Water & Sewer, Public Works, Parks, Marina, Administration, Other), PAY/SALARY DESIRED, and Kind of Work Sought (Full-time, Part-time, Seasonal).

EDUCATION

Applicants for certain positions may be required to provide transcripts:

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS COMPLETED	SUBJECTS STUDIED	DEGREES EARNED
High School				
College/University				
Vocational/Trade/Graduate School				

GENERAL

Do you have any special training, skills, qualifications, licenses, certifications or other experiences that relate to the position(s) applied for?

A current driver's license is required for positions which require the operation of any City vehicles/equipment. A license check will be conducted for application for positions requiring a current driver's license.

U.S. Military Service:

Branch of Service _____ From _____ To _____

Rank or Rating _____ Type of Discharge _____

PHYSICAL RECORD

Medical Examinations: In accordance with the provisions of the Americans with Disabilities Act, the City of Manistee may require job applicants to undergo a medical examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination.

I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS:

I understand that as a condition of employment, **for positions requiring the operation of any City vehicles/equipment**, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to the City of Manistee, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the City of Manistee. I understand that if the results of any pre-employment drug tests are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the City of Manistee may be immediately terminated.

I agree not to commence any action or suit relating to my employment with the City more than six (6) months after the occurrence of the facts giving rise to the claim, whichever is earlier, and to waive any longer statute of limitations to the contrary. In the event that the statute of limitations applicable to such claim is less than six (6) months, I agree that the shorter statute of limitations shall apply"

Applicant's Signature: _____

FORMER EMPLOYERS

Please give an accurate, complete, full-time and part-time employment record. Start with present, or most recent employer. (List additional employers on a separate sheet, if necessary.)

PLEASE PRINT ALL INFORMATION

1.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

2.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

3.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

4.	Company Name:	Telephone:
	Address City/State	Employed (List Month and Year) From: To:
	List Your Job Title and Responsibilities	Reason for Leaving

Have you ever been discharged or requested to resign any job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please explain circumstances _____ _____		
Are you presently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCES

Please give the names of three (3) persons, not related to you, whom you have known for over a year.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN

SIGNATURE
(Read carefully before signing.)

- I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the City of Manistee has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.
- I hereby authorize the City of Manistee to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the City of Manistee to release to the City of Manistee any information they have regarding me without providing written notice to me.
- I authorize the City of Manistee to use any information in its possession concerning me for any purpose it deems appropriate, including disclosure of information to any third party, future employer or prospective future employer without notification to me of such disclosure; and I release the City of Manistee from any liability in connection with such use or disclosure.
- If I am hired by the City of Manistee, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the City of Manistee as they are from time to time changed, with or without notice to me.
- I also understand that the City may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search to the City. I further hereby release the individual or entity conducting the search, the City, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that criminal convictions may result in disqualification from employment with the City or in dismissal from employment if an offer of employment has been made and accepted.

Applicant's Signature: _____

Date: _____