

Job Description Deputy Finance Director

Job title	<i>Deputy Finance Director</i>
Reports to	<i>Finance Director</i>
Job Type	<i>Full-time, hourly, non-exempt City Hall bargaining unit position</i>
Location	<i>Derby, CT</i>
Department	<i>Finance</i>

[Finance Deputy
Finance Director 1-2-
25 \(002\).pdf](#)

Job purpose

Under the supervision of the Finance Director, perform duties that assist in the execution of the various functions of the finance department.

Essential duties and responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the position, and incumbents may expect to perform other related similar duties.

- Responsible for the maintenance of the general and subsidiary ledgers
- Creates/approves journal entries, and inter-fund transfers in accordance with generally accepted accounting principles for the City
- Adheres to established internal accounting controls to ensure accuracy and integrity of financial records of the City.
- Prepares financial statements and year-end reports for audit purposes.
- Performs internal audits as required.
- Assists the Finance Director in establishing and maintaining policies and procedures and controls for custody of City funds to assure security and proper utilization and reporting of funds.
- Assists in the preparation of the annual operating and capital budget.
- Researches and analyzes financial data to ensure accuracy and integrity of data.
- Assumes duties of the Director of Finance in his/her absence.
- Manages day-to-day cash flow needs under the direction of the Finance Director, including direct management of Town investment vehicles.
- Performs bank account reconciliation and reconciles all accounts to the General Ledger.
- Communicates problems, issues, or concerns to the Finance Director as needed to facilitate resolution in an effective, efficient, and timely manner.
- Ensures financial practices follow Government Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) guide.
- Performs other duties as assigned.
- Provides backup and support to Assistant Finance Clerks with processing of Payroll and Payables


Minimum Qualifications

- Bachelor's Degree in Finance, Accounting, or related field and three (3) to five (5) years of relevant experience

Preferred Knowledge, Skills, and Abilities

- Proficiency with Microsoft Office Suite
- Experience working with financial management software (e.g., GEMS, MUNIS, Quality Data, etc.)
- Ability to work cooperatively with co-workers, supervisors, and the general public
- Ability to communicate effectively, both orally and in writing
- Attention to detail and timely completion of assignments
- Proficient with standard accounting practices

**This job description is only subject to change with expressed mutual agreement between the City and the Union

Approved by:	 Richard Dziekan, Mayor City of Derby	Angela Fenton President, Local 1303-259
Date approved:	8/18/2022	8/18/2022