



CITY OF WALLED LAKE

1499 E. WEST MAPLE
WALLED LAKE, MI 48390
(248) 624-4847

humanresources@walledlake.com

February 10, 2016

Position Open: DEPUTY FINANCE DIRECTOR

NATURE OF WORK

Performs and supervises accounting work to create and/or maintain accounting, financial, statistical and budgetary records for the financial operations and transactions of the City. Initiative, discretion and independent judgment are exercised.

ESSENTIAL JOB FUNCTIONS (MAY INCLUDE, BUT NOT LIMITED TO)

- Maintains general and subsidiary ledgers, records and accounts; assigns account numbers, computer codes. Prepares and posts journal entries; reconciles accounts. Prepares monthly and quarterly reports. Prepares reimbursement requests and performance reports for state and federal grants.
- Oversees Fixed Asset records
- Supervises year-end audit work-papers
- Allocates receipts and expenditures to proper accounts. Reviews computer output for accuracy. Checks accuracy of deposits, disbursements, reports, time sheets, payroll journals.
- Directs payroll process and records fringe benefit allocations.
- Use of calculator, computer and similar office equipment in the preparation of accounting journals, payroll data, utility billing and insurance reports; maintaining subsidiary ledgers, fixed assets, deposits and accounts payable/receivable ledgers.
- Communicates with employees, retirees and others regarding employee time and leave benefits, accounts payable/receivable, and other financial data. Explains employment and insurance forms to new and existing employees.
- Works with and maintains confidential employee (wages, deductions, etc.) and business information.
- Prepares check requests, insurance forms, surveys and other forms.
- Performs other duties as required.
- Assists in the preparation of financial statements, reports and other records.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Financial accounting and reporting requirements including the difference between cash and accrual basis
- Modern office practices, procedures and methods.

Skill in:

- Computer literacy including comfortable with software applications especially Microsoft Excel and Word
- Written and verbal communication.
- Problem solving

Ability to:

- Reconcile differing results
- Work independently and as part of a team.
- Accurately perform daily work and other projects.
- Maintain financial records of varying complexity.
- Use a 10 key calculator
- Effectively handle multiple projects simultaneously.

REQUIREMENTS

Bachelor Degree in Accounting

COMPENSATION

Salary – Commensurate with experience

DEADLINE

Until filled

APPLICATION

Submit resume and cover letter electronically to humanresources@walledlake.com. Applications received by mail will not be considered.