



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Personnel Office, Room 204
HR: 781-393-2408 - Fax: 781-391-3546

POSITION: Assistant Finance Director/Budget Manager

DEPARTMENT: Finance/Auditing

HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

SALARY: CAF 12 - \$1,312.57 - \$1,533.96 weekly; FLSA Exempt

BASIC FUNCTION:

Under the Direction of the Finance Director/Auditor/CFO, the Assistant Finance Director shall reconcile accounts, prepare journal entries, and analyze controls. The Assistant Director will analyze financial and economic data trends and changes in federal, state, and local laws and regulations that have an impact on the City. Assists the Finance Director/Auditor with the annual audit performed by our independent Auditors. Performs analytical, technical, and administrative work on financial and budget related matters, and conducting research as directed. Compiles data for statistical studies and budget analysis; maintaining a data base of budget history, development of multi-year forecasts of revenues and expenditures. Analysis of trends of future revenues and expenditures, appropriation analysis required by the city, state, and federal governments. Promotes the alignment of department goals and objectives with those of the Mayor. Assists the Finance Director/Auditor with the coordination of the City's budget process.

RESPONSIBILITIES:

- Coordinates and manages City's annual budget preparation and development process of the Mayor's Annual Budget;
- Maintains General Ledger as prescribed by Uniform Massachusetts Accounting System;
- Prepares recommendations and reports for financial management strategies;
- Monitors the implementation and compliance with adopted budget;
- Reviews and prepares journal entries and budget adjustments to the general ledger;
- Reconciles receivables with various departments;
- Prepares 1099 reporting in accordance with Internal Revenue Service regulations;
- Assists Finance Director/Auditor in closing fiscal year;
- Reviews and maintains Free Cash balance schedule;
- Performs all duties of the Director of Finance/Auditing in his or her absence including the approval of the weekly warrants under the provisions of Massachusetts General Laws Chapter 41, Section 49A;
- Maintain Fixed Assets;



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- Prepares and/or supervises the reconciliation of cash receivables and other balance sheet accounts;
- Prepares internal and external financial reports for various local, state, and federal agencies;
- Provides accounts payable financial systems training to city operating departments;
- Provides assistance as needed on any financial transaction;
- Assists departments in reconciliations of departmental budget and grant reports;
- Reviews and prepares departmental budget analyses and projections for City Auditor;
- Observes and monitors the daily operations of the Department of Finance, including payroll and accounts payable, and issues routine work assignments, and assists finance department staff as needed;
- Analyzes and reconciles general ledger accounts monthly, including cash, payroll, accounts receivables, etc., with the Treasurer's Office;
- Prepares correcting journal entries and works with other departments to correct and prevent errors;
- Records City Council budget amendments and transfers;
- Creates and maintains all accounts in the General Ledger system;
- Interprets and enforces federal, state and local statutes, relating to fiscal management, with department heads and staff;
- Provides support to departments to assure financial procedures are properly followed;
- Assists in conducting regular internal audits, including documentation of procedures;
- Assists with preparation of state and federal financial reports, including inputting of financial data into the DLS Gateway (including preparation of Schedule A);
- Assists with the review of budget expenditures, and consults with the Finance Director and department heads frequently on questions or problems with budget expenditures;
- Carries out special projects and analyses as required (i.e. student activities reconciliation);
- Posts payroll warrants, vendor warrants, and cash receipts to the general ledger;
- Other duties as assigned and required by applicable local, state, and federal rules, laws, and regulations.

EDUCATION/EXPERIENCE:

Bachelor's Degree in Business Administration, Accounting, Finance, or related field required. Minimum of three (3) years of progressively responsible experience in finance/accounting and municipal or public sector budgeting. Prior municipal accounting and experience in Government Fund accounting highly preferred.



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KNOWLEDGE, SKILLS, ABILITIES:

Working knowledge of Federal and State laws relating to taxes and wages. Ability to maintain complex records. Strong attention to detail with ability to establish and maintain complex financial record keeping systems. Ability to analyze complex issues and develop relevant and realistic plans, programs and recommendations for the budget. Excellent organizational, planning, decision-making, public speaking, and written communication skills. Ability to conceptualize and put into operation goals and objectives for finance. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. **Must be bonded or have the capability to become bonded.**

Physical Requirement:

While performing the duties of this position, an employee is regularly required to sit, communicate in person, by telephone, use hands to finger, handle, feel and operate standard office equipment (such as calculators, copiers, typewriters, fax and personal computers).

WORK ENVIRONMENT:

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Personnel Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply.