

Assistant Director of Finance

The Director of Finance recommends the Assistant Director of Finance. The appointment of the Assistant Director of Finance shall be subject to confirmation by the Mayor. The Assistant to the maintains accurate fiscal information of the department. In the performance of the duties, the Assistant Director of Finance researches new developments relative to municipal accounting, budgeting, finance, and other Human Resource related tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES – The Assistant Director of Finance communicates instructions to the employees in the Department of Finance. As required by the Director of Finance, the person in this position supervises the work of the employees in the department. The jobholder must insist upon confidentiality in the performance of the requirements of the office.

The Assistant Director of Finance shall become the Acting Director of Finance when the office of Director of Finance is vacant, or when the Director of Finance is absent or is unable to perform the duties. While so acting, the Assistant shall have and exercise all of the powers and duties of the Director of Finance. The Assistant to the: performs duties as provided by general laws of the City and State; and performs other related work as may be required by the Director of Finance.

REQUIREMENTS – The Assistant Director of Finance must possess a Bachelor's Degree in Business Administration, Accounting, Public Administration or a closely related field. The Assistant Director of Finance must also have at least two years of progressively responsible experience dealing with finances, investment and revenue related issues, to include one year of customer service and supervisory experience in the area of billing and/or cashiering. A comparable amount of training and experience may be substituted for the minimum qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Resumes and applications can be sent to Pamela Keener at pkeener@cityofnorton.org.