



**City of Rapid City  
Deputy Finance Officer  
Position Description**

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**Job Title:** Deputy Finance Officer  
**Department:** Finance  
**Division:** Administration  
**Reports To:** Finance Officer  
**FLSA Status:** Exempt  
**Classification:** Non-Union

**Grade:** 25  
**Prepared By:** Pauline Sumption  
**Prepared Date:** 4/18/2013  
**Approved By:** Pauline Sumption  
**Approved Date:** 4/18/2013

**SUMMARY**

Provides for a uniformed accounting system for the City in accordance with generally accepted accounting principles and state statutes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following:

1. Oversees the preparation of the Annual Report.
2. Oversees and directs all accounting functions in the Finance Department.
3. Oversees municipal elections.
4. Supervise and direct the activities of multiple financial and budgetary programs including operating and capital budgeting, accounts payable, cash disbursements and debt administration.
5. Oversees the citywide budget including budgeting process; prepares final budget for review and periodically reviews expenditures to ensure adherence to budgetary limitations.
6. Direct and maintain controls over the City's general and subsidiary ledgers and financial systems for accounts payable and budgeting. Ensure all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices.
7. Make recommendations to and confers with the Finance Officer in matters relating to the fiscal and budgetary policies of the City; advise major organizational units on proper financial procedures. Establishes and monitors written accounting and internal controls and procedures as it relates to accounts payable and cash disbursements.
8. Direct the Finance Department's efforts to assist external departments in effectively using the City's financial and budgetary systems. Provide user assistance and instruction in proper accounting, budgetary and financial procedures.
9. Prepares financial trends, analyses of expenditures, debt services and other information necessary for sound financial management.
10. Negotiates terms and conditions of debt financing, to include but not limited to, general obligation, sales tax or special revenue bonds, lease/purchase contracts, tax increment financing.
11. Prepares and maintains debt redemption schedule.
12. Direct contact with the City's wireless telecommunication provider for all the City's wireless purchases, plans, upgrades, etc.
13. Maintains construction and consultant contract spreadsheets for approved funding authorization.
14. Posts accounts payable batches to the general ledger.
15. Maintains accounting ledgers, journals, and registers of city disbursements.
16. Prepares bill list for the City Council and other governing boards for review and approval.
17. Provides assistance and guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
18. Acts as the Finance Officer in his/her absence.
19. Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

**SUPERVISORY RESPONSIBILITIES**

Manages two subordinate supervisors who supervise a total of nine employees in the Accounts Receivable Division and the Retired Senior Volunteer Program. Is responsible for the overall direction, coordination and evaluation of this unit. Also directly supervises non-supervisory employees in the Accounts Payable Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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**Education and/or Experience:** Bachelor's degree from four-year college or university in Business, Finance, Accounting, Public Administration, or related field and ten years of directly related experience; to include five-years of experience supervising major accounting functions. Experience in governmental accounting, fiscal management or accounts payable desirable.

**Communication Skills:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer and Administrative Skills:** Knowledgeable of Microsoft Office products or similar products, must be proficient with 10-key; ability to learn specific programs related to municipal government.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Certified Public Accountant (CPA) with experience in public sector preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES**

Demonstrated in-depth knowledge of the application of accounting principles and practices of municipal financial management, accounting, budgeting, financial reporting and auditing. Knowledge of Generally Accepted Accounting Principles. Ability to analyze financial data and draw logical conclusions; to keep records and write reports. Ability to interpret and apply laws and regulations pertaining to financial records.