

DEPUTY FINANCE DIRECTOR/DEPUTY CITY CLERK

Range – 35 (Exempt)

JOB SUMMARY: The Deputy Finance Director/Deputy City Clerk for the City of Jenks assists in the planning, organization and management of the Finance Department. This position provides administrative management, direction and oversight for the finance, budget, purchasing, and accounting functions of the Finance Department. This position fosters cooperative working relationships and teamwork among City offices and departments, intergovernmental and regulatory agencies, and various public and private groups. Additionally, this position provides highly responsible and complex professional assistance to the Finance Director and the City Manager in areas of expertise; and performs related work as required. This is a full-time position working Monday through Friday, 8:00am to 5:00pm. The duties will be performed at City Hall. This position reports the Finance Director/City Clerk.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Ensuring that the City's financial and business operations comply with City and State legal requirements.
- Overseeing financial policies and procedures for the City.
- Providing oversight, development and management of all fund revenues and expenditures specific to the Jenks Aquarium, the Jenks Aquarium Authority and/or the Oklahoma Aquarium Foundation.
- Keeping the Finance Director informed of the status of revenues on a timely basis.
- Sharing, developing, recommending and presenting department fiscal policies.
- Overseeing the development and implementation of financials and other documents necessary for the day-to-day operation of the City.
- Serving as a first-line supervisor for exempt and non-exempt employees.
- Assisting the Finance Director/City Clerk in the development of the annual budget.
- Assisting the Finance Director/City Clerk in the development of the annual audit.
- Assisting the Finance Director/City Clerk in maintaining compliance with all bond activities.
- Assisting the Finance Director/City Clerk in the preparation and submittal of appropriation requests to the City Manager, City Council and/or County Excise Board.
- Assisting the Finance Director/City Clerk in the maintenance of public records in an acceptable and orderly file system; serve as a designated records custodian.
- Assisting the Finance Director/City Clerk in the preparation of monthly financial reports of the City and related entities for the City Manager.
- Assisting the Finance Director/City Clerk in the continuing development of computerized information and record management systems.
- Performance of general ledger functions, including, but not limited to, accounts payable, accounts receivable, cashier activities, utility billing and payroll.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Provide understanding and oversight of fiscal systems and controls.
- Routinely work within a large or complex financial and budgeting system.
- Perform duties in complex and stressful situations with calmness and tact.
- Contribute positively to a diverse and equitable work environment.
- Develop collaborative, productive, and respectful relationships with internal and external partners.
- Assist in the management of a multimillion dollar budget with multiple funding sources.
- Interpret complex financial data and provide concise management reports on a variety of topics.
- Maintain awareness of current information related to work responsibilities.
- Recommend improvements in area of responsibility to the Finance Director/City Clerk.
- Ability to work non-standard days/hours.
- Ability to travel on a limited, as-needed, basis – including occasional overnight travel.

- Demonstrate professionalism at all times.
- Perform other related duties as requested.

MINIMUM AND PREFERRED REQUIREMENTS:

- A minimum of a Bachelors' degree in accounting, finance, or a similar specialization is required.
- A master's degree in accounting, finance, or a similar specialization is preferred.
- Minimum of six (6) years of professional accounting experience is required.
- Municipal/Government accounting experience is required.
- A demonstrated record of progressively responsible supervision of financial staff is required.
- The ability to manage multiple projects in a dynamic environment with emphasis on consensus-building and experience with process improvement is preferred.
- Exceptional organizational, communication and interpersonal skills are also a prerequisite.

WORKING ENVIRONMENT

The duties of the Deputy Finance Director/Deputy City Clerk will be performed in a climate-controlled office.