



<b>Approved by:</b>	<i>Jo Kiel</i>
<b>Date approved:</b>	<i>December 13, 2022</i>
<b>Job title</b>	<i>Deputy Director of Finance and Records, paygrade 26</i>
<b>FLSA</b>	<i>Non-exempt</i>
<b>Reports to</b>	<i>Director of Finance and Records</i>

### **Job purpose**

Working under the direction of the Director of Finance and Records, and with a minimum of direction and oversight, this position performs administrative functions in support of the Department of Finance and Records.

### **Duties and responsibilities**

This position involves direct execution of technical tasks. These tasks include, but are not limited to:

- Process ACH payments for bonds
- Complete month-end and year-end close out, including processing 1099s
- Manage day-to-day activity of banking relationships
- Manage vehicle related activity such as titles and licenses
- Acts as Grant Program Administrator
- Acts as Pay Card Administrator
- Acts as Fixed Asset Administrator
- Manage office supply orders
- Oversee AP function, claims, data, point of contact
- Files taxes, reviews bank reconciliations, posts adjustments, uploads to internal and external portals
- Assists departments in compiling budget and long-term planning
- Backup for Accounting Specialist
- Acting Director of Finance and Records during the Director of Finance and Record's absence

### **Qualifications**

This position requires a pleasant, professional demeanor, good language skills, skill with basic math, and the ability to work with people effectively. It requires a demonstrated knowledge and

skill in the use of office computer systems and encompassing word-processing, spread-sheet, and data-entry/maintenance.

A minimum of a high school diploma, or equivalent, is required, plus a minimum of three years of experience in office administration. Advanced courses in business related subjects would be beneficial.

This position requires that incumbent has and maintains a verifiable Indiana Driver's License and must remain insurable through the Town's liability insurance carrier. The position requires that the incumbent obtain and maintain bonding. The position requires that the incumbent become and maintain status as a Notary Public.

**Working conditions**

Essential job duties are performed indoors in climate-controlled environment.

Primary work surface is even, dry, carpeted, or tiled floor.

Work may be done alone or with co-workers with general directions from the supervisor.

The ability to work on several tasks at the same time and complete tasks effectively is required.

**Physical requirements**

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift 15 pounds at times.

**Direct reports**

No direct reports.

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<b>Employee Signature:</b>	
<b>Date:</b>	
<b>Print Name:</b>	