



Job Posting – Finance
Deputy Finance Director

Pay Range:

Starting at 95k+ annual salary, based on experience.

Benefits:

The City of Berkley offers a competitive benefit package including low deductible, low premium medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous defined contribution match.

Duties:

- Assists in the administration of the day-to-day operations of the City's accounting functions, including accounts payable, accounts receivable, and payroll. Assist with the administration of the department in the absence of the Director.
- Manage and participate in the development and implementation of finance goals, objectives, policies, and priorities.
- Assists with the monitoring of daily cash flow needs of the City assuring sufficient operating funds are available to meet the City's operating needs; transfers funds as directed. Advises the Finance Director of cash flow issues and opportunities.
- Prepare and maintain monthly general ledger and budget reports along with supporting schedules and journal entries. Monthly reconciliation of subsidiary ledgers to general ledger. Journalize and post entries to computer software for miscellaneous receipts, utilities, and permits. Prepares bi-monthly tax distributions to the County and School District for review and approval of finance director.
- Perform research and budget review analysis. Conducts budget-to-actual analysis of receipts and expenditures on a monthly basis; assuring sound fiscal control while recommending budget adjustments as necessary.
- Performs bank and investment account reconciliations and resolves any differences. Prepares interest allocation report. Works with the City Treasurer to reconcile any cash discrepancies.
- Prepares trial balances and related fiscal year-end schedules and reports and other required documentation for external auditors for the purposes of meeting annual financial reporting requirements.
- Perform internal control reviews of financial systems and controls. Researches and resolves accounting software issues.
- Assist the Finance Director in preparing the annual budget and year-end closing process. Duties include preparation of schedules, account analysis, and information summary. Prepares and files annual reports with the State of Michigan, County and other agencies as required.
- Preparation of necessary calculations and documentation related to the City's PA 345 public safety pension system, including pension benefit calculations for the actuary, journal entries and employer contributions as required.
- Performs related duties as assigned.

Requirements:

- Bachelor's degree in accounting, finance, business administration or a related field required.
- Three to five years of experience in bookkeeping or general accounting, preferably in governmental fund accounting.
- Knowledge of generally accepted accounting principles (GAAP), methods, practices and terminology along with Government Accounting Standards Board (GASB) requirements. Knowledge of governmental/fund accounting, cash management, Act 51, Act 345, PA 202, water and sewer enterprise funds and budgeting principals and procedures.
- Proficient with computer software including accounting, spreadsheets, presentations and database programs. Experience in a BS&A and Microsoft environment preferred.
- Courteous and positive attitude in dealing with members of the public and employees. Able to effectively communicate and present ideas and concepts verbally and in writing.
- Must have a valid Michigan Driver's License.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email. Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.