

## Assistant Finance Director/Deputy Treasurer – City of Ironwood, Michigan

Opening Date: 09/30/2024

Closing Date: Open until filled.

Please submit application by Friday, October 18, 2024

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The City of Ironwood is seeking qualified applicants for an Assistant Finance Director/Deputy Treasurer. The successful candidate will be trustworthy, approachable and demonstrate energy, passion, and innovation while performing a wide range of clerical and administrative functions for the Finance Department, including accounts payable, miscellaneous receivables, property tax collection and distribution, budget preparation and monitoring, bank deposits and reconciliation, monitoring investments, general ledger maintenance, and financial reporting.

This is a non-union position with an annual salary of \$50,000 - \$65,000/year (DOQ), with an excellent benefit package including defined benefit pension, health insurance (medical, dental and vision), life insurance, and paid time off (vacation, sick, and holidays).

Nestled in the wilds of Michigan and "Big Snow Country," Ironwood is a YEAR-ROUND DESTINATION with WORLD-CLASS RECREATIONAL OPPORTUNITIES (from traditional activities like skiing and biking to emerging and innovative adventure sports); vibrant civic spaces and cultural institutions; thriving businesses; intriguing historical attractions; and a welcoming, safe, and collaborative atmosphere, Ironwood is a vibrant and unique small town where people come to "Find Their North".

Visit <https://ironwoodmi.gov/government/departments/> for more information, including the job description and employment application. To apply, submit via mail or electronically a cover letter, resume, and completed employment application.

Submit to:  
City of Ironwood  
Attn: City Clerk  
213 S. Marquette St.  
Ironwood, MI 49938

-Or-

Email: [clerk@ironwoodmi.gov](mailto:clerk@ironwoodmi.gov)

Equal Opportunity Employer.

City of Ironwood – Job Description

**Assistant Finance Director/Deputy Treasurer**

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**Salary Range:** \$50,000 - \$65,000  
**Department:** Finance  
**Reports To:** Finance Director/Treasurer

**Job Type:** Full-Time  
**FLSA:** Exempt  
**Bargaining Unit:** Non-Union

**General Summary**

Under the supervision of the Finance Director/Treasurer, performs a wide range of clerical and administrative functions for the Finance Department, including accounts payable, miscellaneous receivables, property tax collection and distribution, budget preparation and monitoring, bank deposits and reconciliation, monitoring investments, general ledger maintenance, and financial reporting.

**Essential Duties and Responsibilities**

An employee in this position may be called upon to do any or all the following (**Does Not** include **all** tasks employee may be expected to perform):

1. Assist the Finance Director/Treasurer in carrying out all functions of the Finance Department.
2. Monitor and maintain the general ledger, including routine journal entry posting.
3. Monitor the collection of property taxes and process disbursements to the appropriate taxing authorities.
4. Assist in the collection of delinquent personal property taxes.
5. Prepare property tax related reports (ex. IFT, TIFA, etc.).
6. Perform forecasting and analysis during the preparation of the City's annual budget.
7. Assist other departments in the development of annual departmental budgets.
8. Assist with preparing the City's annual capital improvement plan.
9. Perform financial analysis associated with collective bargaining.
10. Monitor purchase orders and match to invoices received.
11. Review invoices and enter information into accounts payable program.
12. Process payments to vendors.
13. Prepare daily bank deposits.
14. Reconcile monthly bank statements.
15. Assist in the preparation of monthly and year-end financial reports.
16. Maintains a working knowledge of the chart of accounts and assists department heads and City personnel with informational requests.
17. Prepare miscellaneous receivable billings and send late notices as needed.
18. Compile data for MDOT Routine Maintenance billing.
19. Assist in preparing for the City's annual financial audit.
20. Assist with grant compliance and reporting requirements.

21. Provides backup support for other Finance staff as necessary. In this capacity, may work the transaction window receiving payments, process payroll, and/or assist with utility billing.
22. Manages the Finance Departments records retention program.
23. Assumes the Finance Director/Treasurer's responsibilities in the absence of the Director.
24. Performs related work as required or assigned.

### **Minimum Qualifications for Employment**

- **Education and Experience:**

1. High school diploma, or GED equivalent
2. An associate degree in accounting, public finance, or closely related field. A bachelor's degree in accounting, public finance, or closely related field is preferred.
3. Minimum of two (2) years of experience in bookkeeping, accounting, or a related field (municipal finance/governmental accounting preferred).
4. A combination of experience and relevant education may be considered to supplement work experience.

- **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of governmental accounting and reporting.
2. Knowledge of Generally Accepted Accounting Principles and Auditing Standards.
3. Knowledge of modern office management procedures and practices, document management, and various computer programs, including Microsoft Office applications and Adobe Acrobat. Experience with BS&A software is preferred.
4. Knowledge of proper cash handling procedures.
5. Skill in preparing, maintaining, and updating records and documents and compiling and evaluating complex financial data and preparing comprehensive and accurate reports.
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, elected officials, governmental agencies, the media, vendors and other external contacts and the public.
7. Ability to research various topics according to the City Charter, City Code, and State Law.
8. Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
9. Ability to communicate effectively, manage multiple tasks, meet deadlines and adhere to detailed processes and procedures.
10. Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
11. Experience with proper document storage, filing systems, and retention schedules.
12. Proficient with computers, typing, and the use of a desktop calculator.
13. Excellent communication skills to assist citizens, staff, and elected officials with various requests for information.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **Other Requirements**

1. A valid driver license, a satisfactory driving record, and the ability to maintain one throughout employment.
2. Obtain certification as a Michigan Certified Public Treasurer within six (6) years and maintain certification throughout employment.

### **Physical Demands and Work Environment**

*The physical demands and 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 essential functions*

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to create, type, and review computer documents and sit for long periods of time at a computer. Employee may be required to travel to other locations, drive a car, and to stand; walk; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move items of light to moderate weight. While performing duties of this job, the employee usually works in a business office setting. The noise level in the work environment is usually low, but dependent on location, it can range from moderate to high.