

## Assistant Finance Director Position

### Your Opportunity

The Village of Menomonee Falls is searching for an experienced, collaborative, and dynamic leader who possesses the technical and communication skills to function effectively as the Assistant Finance Director. The ideal candidate has a strong background in local government finance, experience with municipal audits and budgeting, and is knowledgeable of the principles and practices of fund accounting. This role promises a variety of work duties, a great team culture, and the stability of a well-run village.

### Your Impact

Your role as the Assistant Finance Director is vital to maintaining the strong financial health of the Village. You will be expected to own assigned processes and have the ability to initiate business process improvements to drive efficiencies as needed. Reporting directly to the Finance Director, you will have the opportunity to engage in every aspect of the Finance Department.

### What You Will be Doing

- Assist in the annual audit process, including preparing workpapers, reviewing staff workpapers, and communicating with the audit team.
- Prepare the comprehensive annual financial report (CAFR) and state report (Form C).
- Assist in the annual budget process, including analysis, meetings with management, and document preparation.
- Prepare and complete all steps in the annual tax roll process.
- Be involved in the implementation of all accounting information systems.
- Prepare journal entries and review staff prepared journal entries.
- Monitor grant funds and uses.
- Manage special assessment accounting.
- Responsible for project tracking, close out and payment application preparation.
- Review and approve accounts payable weekly pay runs.
- Complete year-end infrastructure procedures.
- Prepare quarterly and annual tax forms.
- Other duties as assigned.

## Required or Preferred

- Bachelor's Degree from an accredited institution majoring in accounting, finance or a closely related field.
- Previous experience is preferred in governmental accounting and auditing.
- Overall MS Office suite experience required.
- Required experience in MS Excel which includes data analysis, and is comfortable building/using formulas and pivot tables.
- Must be a bondable individual.

## Benefits

- Health and Dental Insurance
- Flexible Benefit Plans-Health Care and Dependent Day Care Accounts
- Sick Leave
- WRS Contributions
- Vacation
- Paid Holidays
- Basic Life Insurance

## Compensation

Starting Salary: \$72,000+ (Depending on Qualifications)

## Schedule

Monday – Friday, 8am-4:30pm

## Environmental Adaptability

Village of Menomonee Falls is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## Your Next Step

All candidates interested in this position should obtain and complete an application. Applications are available on our website at [www.menomonee-falls.org/jobs](http://www.menomonee-falls.org/jobs) or at the Village of Menomonee Falls Municipal Building at W156N8480 Pilgrim Road. Completed applications can be e-mailed to [hr@menomonee-falls.org](mailto:hr@menomonee-falls.org) or mailed to the above address to the attention of Human Resources. This position will be opened until filled. First review date July 19, 2021.