



City of Salisbury

Assistant Director of Finance Full Time Full Benefits \$55,991- 60,606 (DOQ)

Essential Functions: Oversees City financial activities including, utility billing and collections; accounts payable, billing of taxes and fees; prepares budget information for presentation and assists with the Operating and Capital Budget process as directed; provides auditors with financial information as needed during the annual audit. Reviews cash account balances daily and verifies electronic transfers. Manage reconciliation of General Ledger Balances for balance sheet accounts. Supervision of staff to include but not limited to; interviewing, performance evaluations, and training. This position reports to the Director of Finance for the City of Salisbury.

Requirements: Bachelor's Degree in Finance or Accounting, a minimum of 5 years progressively responsible professional experience to include an extensive knowledge of accounting practices and principles; Government accounting experience preferred. Must have an extensive experience with a local government software system. Previous supervisory experience required.

Closing Date: Open until filled

APPLY: Submit City application, Cover Letter and Resume to:
Human Resources Dept.
125 N. Division St.
Salisbury, MD 21801
410-548-1065 Fax: 410-548-3748
Web site: www.salisbury.md
E-mail: jobs@salisbury.md

EOE