



DEPARTMENT OF

FINANCE

ASSISTANT DIRECTOR FINANCE - OPERATIONS

Salary: \$86,670-\$93,815

Type: Full Time

Benefits: Full Benefits

Date Posted: 12/06/2024

About Finance

The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

Profile

Under the supervision of the Director of Finance, the Assistant Director of Finance - Operations is a key member of the Finance team. This position will be responsible for reconciling accounts receivable, grant accounting, and other general ledger accounts. The Assistant Director will be responsible for assisting with the budget and annual audit. The Assistant Director will provide support to the Director of Finance as needed to support the Finance office in delivering efficient and effective municipal services at a high level of customer satisfaction.

Preferred Education

Bachelor's Degree in Accounting, Finance, Business Administration, or a related field required.

Preferred Experience

A minimum of seven (7) years of progressively responsible professional accounting and administrative experience in local government finance, four (4) years of which must have been in a supervisory capacity.

Requirements/Certifications

Excellent written and verbal communication skills. Experience with Microsoft Office with proficiency in Excel.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.