

Deputy Finance Director, City of South Haven

The City of South Haven is seeking a professional to assist in the administration and coordination of a wide range of activities in the finance department, including performing responsible bookkeeping, clerical and record keeping activities to ensure proper accounting for cash receipts and cash disbursements and reconciliation of accounts. Successful candidates will have an associate's degree in accounting, finance or closely related field and five years of progressively responsible experience or an equivalent combination of education and experience. Extensive experience with Excel required. Prior governmental accounting experience is highly desirable.

Typical responsibilities include:

- Perform complex financial duties under the supervision of the finance director.
- Assist with the preparation of various journal entries, run reports and disburse to appropriate departments and assist with general ledger account reconciliation.
- Perform monthly bank reconciliations of all city depository accounts, reconcile bank deposits with cash receipts journals, create cash receipt journal entries for interest earnings and electronic fund transfers to city bank accounts, create cash receipt entry using project codes for various beach parking terminals and State reservation system reports for marina activity.
- Responsible for all functions related to accounts payable, including preparation of purchase orders and annual 1099 processing and reporting.
- May be responsible for preparation of city tax rolls and bills, facilitate the distribution of tax bills to property owners and mortgage companies, post board of review changes and tax tribunal adjustments to tax program.
- Responsible for timely disbursement of current tax collections and any collections of delinquent personal property taxes to appropriate taxing jurisdictions and state tax commission. Maintain records of collections and disbursements, including TIF captures, to facilitate settlement of taxes with Van Buren and Allegan Counties.
- Compile and submit quarterly state trunkline report.

Please send completed application, cover letter and resume to dlull@south-haven.com or Human Resources Department, City of South Haven, 539 Phoenix Street, South Haven MI 49090. Deadline for application is April 19, 2019. The City of South Haven is an Equal Opportunity Employer.