

Assistant Finance Director

The City of Highland seeks qualified applicants for the full-time position of **Assistant Finance Director**. Primary responsibilities include performance management and website administration, and assist the Director of Finance with various municipal accounting functions.

Essential duties and responsibilities include reconciliation of AP,AR, investments, fixed assets and depreciation; management of the City's Performance Management Initiative and integrated performance management database; develop, implement, and ensure compliance with accounting controls and procedures in relation to GAAP and GASB pronouncements; liaison for annual audit, website administration and grant writing coordinator.

A Bachelor's Degree in Accounting or Finance as well as 2 years related work experience is required. Municipal experience is preferred. Candidates must have excellent oral and written communication skills; ability to analyze information quickly, experience with integrated database administration, knowledge of fund accounting and analytical business tools software is a plus. Candidates must also have advanced knowledge of all Microsoft Office applications as well as ability to learn software applications specific to municipal operations quickly such as Rectrac, Sanitas, Springbrook and Virtual Town Hall. **City of Highland residency is required within 6 months of completing the probationary period.**

If you meet the qualifications outlined above please send a cover letter and resume with salary history no later than Monday, December 29, 2008 to:

City of Highland
Attn: Director of Human Resources
1115 Broadway, P.O. Box 218
Highland, IL. 62249

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