

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Accounting Services Coordinator</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>BA26</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

**PRIMARY PURPOSE:**

To oversee the daily accounting functions of a large City department, such as the Springfield-Greene County Park Board, and to assist with budget development and oversight, coordination of grant programs and trust funds, and management of the department's general ledger system.

**SUPERVISION:**

Under general supervision of the Superintendent of Parks Business Operations or assigned financial manager; supervises the work of assigned support staff.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Develops, implements and maintains a financial and project reporting system for a large City department.
2. Monitors departmental budget issues.
3. Analyzes data and information to compile complex statistical reports relating to departmental activities.
4. Supervises and directs the work of assigned support staff and coordinates with supervisors regarding departmental support staff issues and needs.
5. Coordinates and approves financial transactions for accounts payable forms and field purchase orders.
6. Makes recommendations, proposals and/or determinations based on fiscal data analysis and regarding assigned support staff issues and needs.
7. Prepares and presents a variety of reports.
8. Provides training to staff personnel regarding operational and fiscal issues.
9. Serves as a liaison with other departments as assigned.
10. Completes special projects and research as required.
11. Utilizes computer software applications such as word processing, spreadsheet and database.
12. Coordinates and assists administration in the preparation of department agreements, contracts, and memorandums of understanding and required supporting documentation.
13. Coordinates and maintains departmental accounts receivables including the billing and tracking of such receivables when necessary.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles and procedures regarding budget, project and fiscal management; computer software applications such as word processing, spreadsheet, and database.

**Abilities**

Effectively analyze information and make recommendations; supervise administrative support staff; utilize sound, independent judgment; communicate effectively both verbally and in writing; prepare and present detailed management reports which may involve advanced and in-depth calculations; utilize computer software applications; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or other closely related field with an emphasis in accounting or finance. The degree requirement must be supplemented with two years of applicable experience. Experience may be substituted for the education requirement on a year-for-year basis, plus a minimum of 15 credit hours in Accounting coursework from an accredited college. Local government accounting experience is preferred but not required.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 25 pounds; holds and grips objects; must possess ability to operate a computer keyboard.

**Working Environment**

Primarily indoors with heating and cooling regulated; susceptible to extreme weather conditions when traveling to perform auditing and/or data collection duties.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

If incumbent is operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License. Must be able to successfully pass a background check, including a credit check.

<b>Last Revision:</b>	January 31, 2012	<b>GENERAL ORDINANCE NO. 5474</b>
<b>Comments:</b>	Updated abilities	<b>Date:</b> June 27, 2005

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_