

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Assistant Director of Finance
Sch & Grade PAT-14
Class Code AB18
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Financial

PRIMARY PURPOSE:

Serves as an Assistant Director and oversees administration of fiscal activities for the Finance Department of the City of Springfield. Primary assignment includes leading and directing the Financial Management & Accounting program area which is responsible for accounting/auditing, payroll, accounts payable, data entry, Workforce Development accounting staff, and the Print Shop; Provides secondary oversight to the program area of Budget & Administration (responsible for budget and evaluation, administration), Licensing, and Purchasing. This would include meeting with the departments during the budget process, attending periodic meetings with Licensing and Purchasing, and providing direction when needed.

SUPERVISION:

Under the general supervision of the Director of Finance, directly supervises personnel in the following areas as assigned: accounting/auditing, payroll, accounts payable, data entry, Workforce Development accounting staff, and the Print Shop. May provide direction to other Finance employees on a project basis.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of primary assignment area of Financial Management & Accounting for the Finance Department. Assists in secondary assignment area by providing direction and oversight in budget and evaluation, licensing, and purchasing.
2. Directs personnel in the areas of accounting/auditing, payroll, accounts payable, data entry, Workforce Development accounting staff, the Print Shop, administration, budget and evaluation, Licensing, and Purchasing as assigned.
3. Supervises and participates in the development and implementation of departmental policy; advises the Director of policy issues in assigned program area including making recommendations and decisions when appropriate.
4. Develops, implements, and maintains the financial system, the capital asset management system, and various other financial systems and projects as may be required.
5. Assists and evaluates current City budgeting and accounting practices and control systems and develops improved and more efficient methods of operations.
6. Directs the audit and operational systems analysis of governmental programs and assists departments in ensuring that quality and efficient services are provided to citizens.
7. Assists in the investment of City funds at the direction of the Director.
8. Directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
9. Prepares, analyzes, and interprets financial and other reports in keeping with sound budgeting and accounting principles.
10. Assists the Human Resources Department in preparation of union negotiation calculations.
11. Calculates and coordinates police and fire pension issues and attends Police and Fire Pension Board meetings.
12. Utilizes computer software applications such as word processing, spreadsheet, and database.

13. Serve as the Director of Finance in the absence of the Director.

IMPORTANT FUNCTIONS:

1. Trains city employees regarding city finance issues including payroll, accounts payable, fixed assets, budget procedures, financial reporting, etc., as assigned.
2. Attends seminars, conferences, 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

Thorough knowledge of government finance and accounting methods and operations relative to assigned program area; federal, state, and local laws and regulations affecting government financial activities.

Abilities

Develop, organize, and administer assigned activities for the Finance Department; prepare, analyze, and interpret accounting or budget data; prepare and present timely written and verbal reports, training demonstrations, etc.; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, auditors, and the general public; exercise sound, independent judgment; analyze situations and problems with a results oriented focus, resolve conflict effectively; identify and evaluate solutions, and effectively implement determined action; approach problem-solving creatively and with a team orientation; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City's stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or related field, plus four years of experience in the field of accounting or financial management of which at least two years have been in a responsible supervisory capacity. A master's degree in a related area is highly desirable and may be substituted for one year of the required work experience. Experience in government accounting is preferred, but not required.

Physical Requirements

Performs reaching from ground level to overhead; possesses ability to grip objects and operate computer keyboard and appropriate office equipment.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Certified Public Accountant is required and must be obtained within two years of assignment.

Miscellaneous Requirements

None required.

Comments:	Updated Primary Purpose, Supervision, Essential Functions, and Licensing/Certification	Date: June 15, 1992
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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: _____