Job Description

Job Title:	Assistant Finance Director	Classification:	Classified
Department:	Finance	Grade:	360
Occupational Group:	Financial	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; manages and directs the activities of the clerical accounting staff of the Finance Department. Ensures financial transactions are documented and processed in accordance with generally accepted accounting principles; maintains the integrity of the general ledger and financial software applications.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Manages the day-to-day operations and clerical accounting staff of the Finance Department.
2. Assists the Finance Director with the preparation of the Comprehensive Annual Financial Report (Annual Audit); prepares related analysis of the annual financial information presented; coordinates and responds to external audit staff during the audit process. Ensures availability of necessary records and reports for the annual independent fiscal audit.
3. Directs utilization of the Finance Department computer system applications, performing system maintenance as required. Serves as the liaison to the IT Department and system vendor in maintaining, upgrading, and testing of computer system programs and enhancements.
4. Reviews and approves employee travel expense reimbursements, petty cash reimbursements, and departmental check requests to confirm reimbursements are completed in compliance with City policies and procedures.
5. Responsible for accuracy and timeliness of posting of general ledger activity.
6. Coordinates Department's customer service function; assists in the resolution of citizen questions and complaints.
7. Prepares, monitors, or approves various financial reports, including but not limited to: compliance with bank depository bid, accounts receivable aging reports, payroll reports and bank reconciliation reports.
8. Performs cost studies for City services and analyzes areas for improved efficiency or cost savings.
9. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
10. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
11. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
12. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget

expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Supports and performs full range of duties assigned to payroll staff in the event of a personnel shortage.
- Reviews and approves payment for the Finance Department purchases.
- Approves general ledger journal entries for accuracy, appropriateness, and documentation prior to updating the general ledger.
- Serves as the Finance Director when the Director is unavailable or absent.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Generally accepted accounting principles as applied to governmental accounting; State and Federal laws, rules, and regulations regulating municipal finances; City of Joplin policies, procedures, and automated accounting systems; regulations regarding fiscal functions; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with Department heads, City Council members, other top management staff, and subordinate staff; applying generally accepted accounting principles in a governmental finance setting; preparing a variety of financial records/reports necessary to document the receipt, allocation, and disbursement of funds in a municipal government setting; planning, organizing, coordinating, managing and resolving conflict and complaints; reviewing the work of subordinate staff; interpreting complex statutes, procedures, rules, regulations, and guidelines; computer systems application; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Accounting is required.

Experience: Four years full-time professional level financial/accounting work, including two years of governmental accounting experience. Prior supervisory experience preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certified Public Accountant (CPA) or equivalent is preferred, but not required.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	