

Middletown, CT Job Description

Classification Title	Assistant Director of Finance
Job Code	
Department	Finance
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to oversee and supervise the Accounting, Purchasing and Payroll Divisions and the Tax Collector's Office. ~~to oversee~~ Oversees receiving, recording and reconciling of all City revenues. ~~to maintain~~ Maintains accounting controls of City expenditures, investments and benefit programs. ~~and to act in the absence of the Director. The work is performed under the direction of the Director of Finance.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the ~~Accounting, Purchasing and Payroll Divisions' and the Tax Collector's Office operations and personnel;~~ assists in selecting new employees; provides instruction and training; plans, coordinates, assigns and reviews work; allocates personnel; maintains standards and evaluates performance. Plans work according to Fiscal Year Schedule administration of accounting and budgeting, purchasing, payroll, tax collection, debt and cash management of the Finance Office. Analyzes and evaluates accounting, auditing, cash management, collection, purchasing and payroll procedures. Develops financial data in preparation of reports and budget documents.
- Acts in the absence of the Director. ~~;~~ Maintains responsible in all administrative matters requiring the Director's signature. Promotes effective employee relations. Enforces personnel policies and ensures compliance to established work rules.
- ~~Oversees the revenue and expenditure of all department fund allocation within the approved budget. Recommends data processing applications for accounting functions. Performs fiscal year activity, which includes budget process and maintenance, audit process, year-end process and 1099 process.~~
- Manages the daily office activities involved in the keeping of accounts and financial records of the City. Prepares, analyzes and explains and/or maintains all accounting records, financial statements and reports. Advises and assists elected officials and department heads in the formulation of fiscal policies, budget matters and financial

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~~administration; composes routine correspondence. Reviews funds; pays bills. Prepares statistical and narrative reports for federal, state and local agencies, Administration, Council members, or Department Heads.~~

- ~~Confers with City Officials, Boards, Commissions, Committees, community groups and the public to provide information and resolve problems and complaints; responds to inquiries from other City departments, employees and vendors. Prepares Bond and Note Offerings.~~
- ~~Coordinates Fiscal Year closings; coordinates the efforts of the external auditors in the review of the financial affairs of the City. Prepares Comprehensive Annual Financial Report in conjunction with the annual audit process.~~
- ~~Implements and manages approved budgets, grants, capital projects and donations; approves purchase orders; and authorizes encumbrances in the absence of the Supervisor of Purchasing.~~
- ~~Establishes and maintains accounting for special projects, grants and related fiscal matters; establishes new funds and accounts as needed.~~
- ~~May provide confidential financial information, as requested and as needed.~~
- ~~Compiles data for bond and note offerings; oversees the implementation of various capital projects (including schools and sewers), bonding projects and assists with pension management.~~
- ~~Assists in personnel actions.~~
- ~~Trains City-wide personnel in bill paying and the purchase order system on accounting functions.~~
- Attends Board and Committee meetings.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Accounting with at least eight ~~four~~ years of experience in government fund accounting.

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~~-or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

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PREFERRED QUALIFICATIONS

Ten years of experience in government fund accounting.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of GAAP and GASB pronouncements~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Knowledge of state and federal laws governing finance administration~~
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as budgets, grants, invoices, requisitions, meeting minutes, journal entries, schedules, ordinances, charter, correspondence, economic analysis, and organizational analysis.~~
- ~~Requires the ability to communicate orally and in writing with the Director of Finance and all Department Personnel, other Department Heads, Mayor, Council members, City employees, vendors, the media and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and statistics.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities

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- ~~Ability to R~~reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to M~~ake varied arithmetic computations rapidly and accurately
- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

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The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	