

CITY OF IOWA CITY - Job Description

JD No. 31-12

FLSA Exempt
Non Civil Service

Identification

Position Title: Assistant Finance Director
Department: Finance
Division: Finance Administration
Supervisor: Finance Director

Job Summary

Assists in the direction of the operational, financial, and personnel activities of the Finance Department, with direct supervisory responsibilities for one or more divisions. Serves as Controller, planning, assigning, and reviewing the work of support staff. Compiles financial reports and works with auditors in the completion of audits of City accounting records and procedure compliance. Serves as Finance Director in their absence or represents Finance Director as assigned.

Job Scope

Directly supervises up to fifteen employees, subordinate supervisors and interns or hourly employees. Prepares and administers the annual budget for assigned divisions. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds. Responsibility for operations in areas of Purchasing, Accounting, or other finance operations, as assigned by the Finance Director.

Essential Job Duties and Responsibilities

Plans, assigns, instructs, advises and reviews the operations of support staff in processing payroll, financial reporting, accounts payable, accounts receivable, bond payables, grant accounting, escrows, benefits accounting and bid and request for proposal preparation.

Compiles monthly financial, annual financial report and annual state reports; **acts** as a liaison to external auditors.

Recommends, coordinates and monitors modifications concerning financial application and purchasing systems.

Coordinates financial application and purchasing systems and training.

Assists in development and review of all City financial policies and procedures.

Monitors City's financials; **compiles** information and **documents** transactions.

Evaluates, coordinates and implements accounting procedures and policies with City departments and divisions.

Develops and updates the Purchasing Manual's policies and procedures; **monitors** purchasing policies and procedures with internal customers.

Participates as part of the budget team; **assists** in monitoring City expenses in relation to budget.

Assists with issuance of municipal debt including **reviewing** bond issuance and continuing disclosure documents and **assisting** with bond rating calls and preparation.

Assists with annual City-wide insurance renewals.

Develops assigned division budgets requests and goals.

Reviews and **approves** assigned division operating expenditures.

Administers the procurement card program and **develops** and **monitors** policies and procedures.

Monitors outstanding accounts receivable and **implements** collection procedures.

Coordinates Housing Authority financial records and financial submissions to Housing and Urban Development (HUD).

Maintains City chart of accounts.

Approves federal grant draw-downs based on expenditures.

Assists with gathering, maintaining, and analyzing minority and women vendor information and statistics; **assists** in coordinating racial and social equity programs for the Finance Department.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Bachelor's degree or equivalent in accounting, finance or a related field from an educational institution accredited by a DOE recognized accreditation body required. Four years minimum experience in accounting and financial management and demonstrated knowledge or experience in the areas of information technology, purchasing, risk management or utility/billing required. Or equivalent

combination of education and experience. Must pass criminal background check.

Preferred Education, Experience and Certification

Master's degree from an educational institution accredited by a DOE recognized accreditation body preferred. Five years' experience in governmental accounting or Certified Public Accountant preferred. Five years' experience in governmental procurement, risk management, information technology, or a combination of these preferred. Three years supervisory experience preferred.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting procedures, governmental accounting, audit principals and procedures and work papers, computer software and financial systems. Knowledge of federal, state and local regulations, standards and practices, related to procurement. Knowledge of federal, state and local regulations, standards and practices, related to risk management. Skills in management, organization, mathematics, analysis, oral and written communication, and basic computer programming. Ability to read and understand financial materials, reports and journals. Ability to analyze financial systems for controls and weaknesses. Ability to develop and present mathematical budget information. Ability to read, interpret, write and present detailed specifications, proposals, legal contracts, market information, and technical data.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.