

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Assistant Finance Director

Page 1 of 3

JOB RESPONSIBILITIES: Under direction, ~~processes the City payroll and all related deductions and contributions; serves as coordinator for city computer systems;~~ **performs a variety of accounting, auditing, financial reporting and cash management functions to assist the Finance Director with the overall financial management of the City;** assumes responsibility for the efficient operation of the department during absences of the Finance Director; **assists with human resources and benefits administration functions as assigned.**

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Bachelor's degree from an accredited four-year college or university with a major in Accounting or Finance; five (5) years of progressively responsible accounting/finance experience including experience with computer applications involving the development and management of advanced spreadsheet and database programs; plus experience in supervision; human resources/benefit administration experience preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:
Certified Public Accountant (or CFA) preferred.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Maintains general ledgers and financial records and assists the Finance Director in the overall financial management of the City (e.g., posts and maintains entries into system; reviews bank statements; monitors fund balances to assure a positive position); interprets policy and procedures for departments; analyzes data and prepares spreadsheets and reports, etc). Manages capital assets inventories. Maintains all accounting systems, procedures and policies in conformity with generally accepted accounting principles. Implements office/accounting procedures to maintain an effective and efficient workflow.	1. Knowledge of (1) generally accepted accounting principles (GAAP), (2) finance, (3) Microsoft Office, (4) data processing techniques and procedures, (5) database management, (6) City and Department goals and objectives*, (7) City and department policies and procedures*, (8) office practices and procedures, (9) records management; skill in (10) computer operation, (11) use of modern office equipment; ability to (12) deal with problems involving several variables within familiar context, (13) define problems, collect data, establish facts, and draw valid conclusions,

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Page 2 of 3

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	1. (continued) Assists residents and businesses with income tax issues and questions. Attends meetings of City Council and/or its Finance Committee as required. 2. During absences of the Finance Director: oversees the efficient operation of the department including utility billing; certifies all contracts, purchase orders, and obligations for sufficiency of funds under Section 1545.22 of the Ohio Revised Code. 3. Effectively supervises assigned employees through planning, organizing, and prioritizing work assignments (e.g., schedules and assigns tasks; recommends the approval or denial of leave requests; provides or assigns others to provide training; recommends discipline or commendation; responds/assists with responses to grievances, etc.); effectively communicates and instills teamwork among assigned employees. 4. Oversees purchasing processes and procedures; works with Directors and Department Heads to ensure optimization in purchasing process. Reviews requests for proposals, bids, contracts, and purchase orders for adherence to purchasing policies and financial requirements.	1. (continued) (14) exercise independent judgment and discretion, (15) calculate fractions, decimals, and percentages, (16) prepare accurate documentation, (17) communicate effectively, (18) maintain records according to established procedures, (19) proofread technical materials, recognize errors, and make corrections, (20) develop and maintain effective working relationships. 2. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9); skill in (10), (11); ability to (12), (13), (14), (16), (17), (18), (19), (20). 3. Knowledge of Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9) (21) supervisory principles and practices, (22) manpower planning; skill in (10), (11); ability to (12), (13), (14), (16), (17), (18), (19), (20). 4. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9), (23) purchasing, (24) government structure and process*; skill in (10), (11); ability to (12), (13), (14), (15), (16), (17), (18), (19), (20), (25) apply management principles to solve agency problems.

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Page 3 of 3

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	5. Coordinates and oversees City Health insurance program (e.g., prepares/assists with preparation of requests for proposals and assists in evaluating and selecting insurance programs/providers, prepares and submits notices/renewal information to employees; receives and responds to employee questions or directs for response, confers with plan provider/administrator). Assists with annual general liability and property insurance renewals. 6. Assists the Finance Director with short and long term planning, including five-year forecasts, annual budgeting processes, and the development and implementation of goals and objectives. 7. Assists with human resources/benefits administration functions as required (e.g., City policy administration, labor contract administration, class plan, hiring/selection/orientation, discipline, unemployment compensation, workers compensation, etc.) Oversees and assists with preparation and maintenance of employee and payroll related records, reports and other documentation. 8. Assists with the development and implementation of policies and procedures related to the City's management information systems.	5. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9), (22), (23); skill in (10), (11); ability to (12), (13), (14), (15), (16), (17), (18), (19), (20), (23), (24)*, (25). 6. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9), (22), (23), (24) budgeting; skill in (10), (11); ability to (12), (13), (14), (15), (16), (17), (18), (19), (22), (24)*, (25). 7. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9), (20), (21), (22), (23), (24)*, (26) personnel administration, (27) employee benefits administration, (28) payroll practices and procedures*; skill in (10), (11); ability to (12), (13), (14), (15), (16), (17), (18), (19), (22), (24)*, (25). (1), (2), (3), (4), (5), (6), (7), (8), (9), (23) *, (28) hardware and software utilized by the City*; skill in (10), (11); ability to (12), (13), (14), (15), (16), (17), (18), (19), (24)*, (25).