

Job Description

Job Title:	Assistant Finance Director								
FLSA:	Exempt:	X	Non-Exempt:		Union Status:	Union:		Non-Union:	X
Supervision Received:	Director of Finance				Supervision Exercise:	Staff			
Last Revision:	4/2/2019								

General Summary:

This position is responsible for performing the most complex professional and administrative work planning, organizing and assists in directing the Finance Department. This position has full authority to act in the absence of the Director of Finance.

Shared Services :

This position is part of a shared services Finance Department, providing all financial services for the following entities: Town of Mansfield, Mansfield Board of Education, Region 19 School District, Eastern Highlands Health District, Mansfield Downtown Partnership and the Mansfield Discovery Depot.

Career Ladder :

This position is part of a career ladder with the Senior Finance Manager position. This position differs from the Senior Finance Manager position in that this position has demonstrated competencies in all aspects of Finance Administration from both technical and managerial functions and has demonstrated the ability to act as the Director of Finance in their absence without any loss to operational efficiency. This position also has demonstrated professional competency by obtaining professional certification.

Essential Functions:

1. Manages, supervises, mentors, develops and assigns work and projects to departmental staff.
2. Assists with policy development, internal control development, revenue and expenditure projections and oversight of expenditures.
3. Plans, organizes, directs various divisions of the department including accounting, payroll, and treasury activities.



4. Manages the annual financial audit and the preparation of the comprehensive annual financial report.
5. Assists with the preparation of shared service partners annual budgets.
6. Manages and prepares quarterly financial statements which include balance sheets, changes in fund balance, current year actual data and current year estimates and other supplemental schedules.
7. Manages and processes month-end and annual fiscal year closings and rolls adopted budget into the general ledger and balances.
8. Prepares routine and year-end adjusting journal entries and budget adjustments.
9. Calculates monthly health insurance contributions and monitors self-insurance funds.
10. Oversees reconciliation of all cash and investment accounts.
11. Calculates daily cash balances and authorizes investment transfers, signs and authorizes manual checks.
12. Maintains the online banking program and all wire transfers and ACH transfer details and maintains grant accounting records and completes quarterly financial reports and payment requests.
13. Reviews and approves all payroll tax reporting for all entities and calculates personal auto usage and group term life insurance taxable wage adjustments for payroll.
14. Prepares and submits a variety of complex financial reports and assists in the preparation of grant applications and financial reporting.
15. Assists in the preparation of all financial reporting to the State Department of Education.
16. Presents various financial data and makes recommendations regarding financial positions to various partner boards including Town Council, School Board, Region 19 School Board, Downtown Partnership Board as assigned.
17. Acts as the Financial Business Manager to either a large partner agency or several small partner agencies, being their primary point of contact to address any financial issue.
18. Manages authorized debt issuance according to policy as required.
19. Assists with school construction projects and coordinates school construction grants from the State.

Other Functions:

1. Attends conferences, seminars, and committee meetings as required.
2. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
3. Provides staff assistance to elected and appointed boards as assigned.
4. Manages fixed asset accounting.
5. Maintains appropriate records and files.
6. Documents and monitors compliance with established internal controls.
7. Provide back-up administration of the purchasing card system.
8. Other related duties as assigned.



Education & Experience:

Education:

A Bachelor's Degree with major course work in finance or public administration.

Experience:

Five years of experience in finance performing general accounting, payroll and treasury related activities. At least two years of experience directly supervising staff.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities :

This position requires the following knowledge:

- Expert knowledge in several areas of finance including, general accounting, payroll, collections, assessment, and budget.
- Expert knowledge of general laws and administrative policies governing municipal financial practices and procedures.
- Expert knowledge of the principles and practices of governmental accounting.
- Advanced knowledge of principles and practices of purchasing systems.
- Advanced knowledge of practices, methods and laws relating to municipal bond financing.
- General knowledge of office administration practices and procedures.
- General knowledge of and ability to learn and use computer software systems.
- General knowledge of the MS Office Suite.

This position requires the following skills:

- Advanced administrative skills in the areas of reading and applying policy to a variety of situations.
- Well-developed analytical skills.

This position requires the ability to:

- Plan, organize, direct and evaluate the work of staff.
- Prepare and analyze reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing financial issues.
- Manage various computer applications including Excel and Word.



Licenses & Certifications:

Certified Government Financial Manager (CGFM) from the Association of Government Accountants, or Certified Public Finance Officer's (CPFO) from the Government Finance Officers Association, or Certified Public Accountant (CPA) is preferred and at least one professional designation must be obtained with 12 months of hire.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings will be required.
- A thorough background check, including a credit check.



Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet	X	Quiet
	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

