



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

ASSISTANT DIRECTOR OF FINANCE

EFFECTIVE DATE: 10/15/2022

DEPARTMENT: Finance	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 8225	RANGE: S25	PENSION: IMRF	UNION: N/U
REPORTS TO: Director of Finance	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: Bachelor's Degree in Accounting, Finance, Management or related field; Certified Public Accountant is preferred

SUMMARY:

Performs a variety of complex supervisory, professional, analytical and technical duties related to the accounting and finance functions of the Village. Responsibilities include accounting, budgeting, water billing, customer service, purchasing, office services, collections, cash management, investments and debt management.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Manages the operation of the Accounting and Water Billing Divisions. Indirectly oversees the Customer Service and Office Services Functions of the Village. Sets performance objectives, monitors work progress and evaluates performance. Supervises assigned operations to achieve goals within available resources. Interviews applicants for Finance Department jobs; assesses their knowledge,	Daily 15%

	experience and abilities and makes a hiring recommendation to the Director of Finance. Conducts new employee orientations on departmental policies and procedures.	
2.	Analyzes and prepares complex financial reports. Performs and reviews complex accounting transactions and journal entries. Responsible for ensuring the accuracy of the Village's financial data and transactions.	Daily 25%
3.	Manages the Village's cash and investments. Identifies cash requirements by analyzing monthly budget allocations. Ensures cash is available to meet requirements. Invests funds in accordance with future cash needs and the Village's investment policy. Performs funding transfers to meet cash requirements.	Weekly 10%
4.	Coordinates the development of the Village's five-year Capital Improvements Program. Advises departments on how to formulate project requests. Prepares summary schedules and descriptive overview information.	Annually 10%
5.	Manages the Village's annual financial audit. Coordinates compilation of the Annual Comprehensive Financial Report. Prepares selected financial statements and schedules. Responds to inquiries made by the auditors.	Annually 15%
6.	Prepares detailed budget schedules, provides guidance to departments on budgeting procedures and participates in the administrative review of departmental budgets as a member of the Village Manager's Budget Review Team. Prepares the Finance Department's budget.	Annually 15%
7.	Prepares annual tax levy, budget ordinances and tax abatement resolutions for filing with the County.	Annually 5%
8.	Assists with TIF District administration. Prepares key quarterly and annual financial reports for distribution internally and to outside agencies.	Quarterly 5%
9.	Prepares written narratives on the Village's financial condition in the form of monthly reports, as well as annual transmittal letters for the budget, Capital Improvements Program, and audit.	Monthly 5%
10.	Prepares a variety of studies, reports and related information for decision-making purposes. Conducts research and analysis and prepares recommendations regarding programs, services, procedures, etc.	Quarterly 5%
11.	Responds to inquiries from residents and others concerning the financial operations of the Village and the services provided by the Finance Department.	Weekly less than 5%
12.	Gathers and interprets data and prepares studies, reports and recommendations for the development of short and long-range financial plans. Coordinates activities with other departments and agencies as needed.	Quarterly 5%
13.	Studies divisional procedures and presents methods of improvement to management. Implements approved procedural changes.	Monthly less than 5%

14.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily
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JOB NO.	OTHER RELATED DUTIES
1.	Makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned.
2.	Represents the Finance Department at Village Board, committee and staff meetings as requested by the Director of Finance. Represents the Village at various conferences and public meetings.
3.	Performs general management duties for the Director of Finance as assigned.
4.	Follows Village-wide and departmental safety rules and practices.
5.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☐ None required

☒ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

Directly supervises the Fiscal Operations Manager, Water Billing Supervisor, and two Accounting staff. Also indirectly supervises all other employees in the Finance Department. Supervisory responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
☐ High school diploma or general education degree (GED)
☐ Two or more years of college coursework in related field
☐ Associate's degree (A.A.) from two-year college or technical school
☒ Bachelor's degree (B.A.) from four-year college or university
☐ Master's degree (M.A.)
☐ Doctoral degree (Ph.D.)

Degree or coursework should be in...

**Accounting, Finance, Management or related
administrative field**

CPA Preferred

Experience Level (Select one - required)

- ☐ No prior experience or training required
☐ Six months to one year related experience
☐ One to two years related experience
☐ Two to four years related experience
☒ Four to ten years related experience

Additional Experience (Select as appropriate)

- ☒ Experience in supervisory capacity...
☐ Experience in management capacity...
☐ Must meet the requirements as set by the Fire & Police Commission

2 years experience

Enter number of years required here

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
☒ Word Processing data
☒ Spreadsheet software
☒ Database software
☒ Specialized applications:

Accounting Software, Microsoft Office Suite

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☐ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☒ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- ☒ A Plus
- ☐ Preferred
- ☐ Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Analyze and prepare complex financial reports.

Supervise and manage employees.

Plan, organize, direct and evaluate work of subordinates.

Effectively evaluate performance and give goal-oriented performance direction to employees.

Prioritize, plan and schedule work.

Quickly comprehend problematic situations and respond proficiently.

Quantify extensive data.

Communicate effectively verbally and in writing.

Respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.

Establish successful working relationships with other employees, supervisors and other departments.

Read, write, speak and comprehend the English language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

Physical Activity	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	<u> X </u>	_____	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	<u> X </u>	_____	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)
☐ Absence of color blindness

☐ Corrected vision of...

☐ Uncorrected vision of...

<i>Enter specific vision requirement here</i>

<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

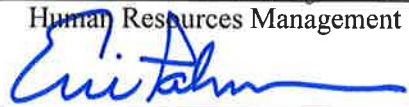
Recommended Approval:


Department Director

Reviewed Approval:


Human Resources Management Director

Approved:


Village Manager

Effective Date: _____

Revision Date: _____