



Position Title: Assistant Finance Director
Department: Finance Department
Salary: \$110,011.20 - \$140,316.80 annually

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received or until the position has been filled. This recruitment may close at any time without notice.

Position Overview

The City of Springfield is seeking a detail-oriented, proactive, and collaborative **Assistant Finance Director** to support the Finance Department's operations and strategic initiatives. Reporting to the Finance Director, this position will help lead the city's financial planning, budgeting, accounting, and reporting functions. The ideal candidate will demonstrate strong analytical and leadership skills, a commitment to transparency and integrity, and a passion for public service.

Key Responsibilities

- **Financial Oversight:** Assist the Finance Director in overseeing all financial activities, including accounting, budgeting, payroll, and accounts payable.
 - **Annual Comprehensive Financial Report (ACFR):** Oversee the preparation of the city's ACFR to ensure compliance with applicable accounting standards and regulatory requirements.
 - **Budget Management:** Participate in the development, preparation, and administration of the city's annual operating and capital budgets; monitor expenditures and revenues to ensure compliance with approved budgets.
 - **Grants Oversight & Management:** Provide oversight for the city's grants, including monitoring funding, compliance, and reporting requirements; collaborate with city departments to optimize grant opportunities.
 - **Financial Reporting & Analysis:** Prepare accurate financial statements, manage audits, and provide timely and insightful analysis to inform decision-making.
 - **Policy Development:** Assist in the development and implementation of financial policies, internal controls, and procedures to maintain compliance with local, state, and federal regulations.
 - **Staff Supervision & Development:** Supervise and mentor finance staff; provide guidance, performance evaluations, and opportunities for professional growth.
 - **Strategic Planning:** Collaborate with the Finance Director and other department leaders to forecast the city's financial position, identify potential risks, and develop strategies to ensure long-term fiscal sustainability.
 - **Cross-Departmental Collaboration:** Work closely with various city departments to provide financial guidance, streamline processes, and improve resource utilization.
-

Challenges & Opportunities

- **New ERP System Implementation:** In January 2024, the City of Springfield launched Oracle Cloud, a cloud-based ERP solution. The finance team is actively working on optimizing the system, establishing ongoing training plans for employees, and enhancing the overall user experience.
 - **Long-Term Budget Sustainability:** With expenses outpacing revenues, maintaining balanced budgets and ensuring the city's long-term fiscal health is a critical priority. Identifying innovative revenue sources, cost-control measures, and effective forecasting methods will be key.
 - **Growing Service Demands:** As Springfield continues to expand, the demand for infrastructure improvements and public services will require creative financial solutions and efficient resource allocation.
 - **Technology & Data Analytics:** Opportunities exist to leverage new technologies and data analytics tools to improve financial transparency, reporting accuracy, and decision-making processes.
 - **Workforce Gap:** A shortage of qualified local government finance professionals presents challenges in recruiting and retaining talent, but also offers opportunities to develop innovative strategies for talent acquisition and professional development.
-

Qualifications

- **Education:**
 - Bachelor's degree in Finance, Accounting, Business Administration, or a related field required.
 - Master's degree in Public Administration, Business Administration, Accounting, or related field is preferred.
 - **Experience:**
 - Minimum of 5 years of progressively responsible experience in finance, accounting, or budgeting, preferably in the public sector.
 - Demonstrated supervisory experience and proven ability to lead and develop staff.
 - **Skills & Competencies:**
 - Strong knowledge of governmental accounting standards, budgeting processes, and financial reporting requirements.
 - Excellent analytical, problem-solving, and decision-making skills.
 - Proficiency in financial software (e.g., ERP systems), Microsoft Office Suite, and data management tools.
 - Effective communication and interpersonal skills to collaborate with diverse stakeholders.
 - Ability to manage multiple priorities, meet deadlines, and adapt to changing demands.
 - High level of integrity, sound judgment, and ethical decision-making.
-

Compensation & Benefits

- **Salary Range:** \$110,011.20 - \$140,316.80 (starting pay will be based on qualifications and experience)
 - **Benefits:** Employees enjoy competitive benefits, such as affordable healthcare, generous paid time off (vacation and sick), OPERS, and professional development opportunities.
-

Application Process

Interested applicants should include the following with application:

1. **Cover Letter** detailing relevant experience and interest in the position.
2. **Resume** highlighting education, experience, and accomplishments.

To apply visit:

<https://www.governmentjobs.com/careers/springfieldoh/jobs/4851495/assistant-finance-director>