



City of Annapolis
 Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

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Position Vacancy Announcement

Internal And External Applicants

Position	Assistant Finance Director	Opening date	September 30, 2020
Department	Finance	Closing date	Open until filled
Salary range	\$87,726 - \$147,885 (A18)		

GENERAL STATEMENT OF DUTIES: Assists the Director of Finance in the administration of financial activities of the City; manages department operations; does related work as required and/or instructed by the Finance Director.

DISTINGUISHING FEATURES OF THE CLASS: This is complex professional and administrative work performed under the general supervision of the Finance Director. It involves responsibility for assisting in the administration of the Finance Department. The Assistant Director assumes the duties of the Finance Director in his/her absence. The incumbent is given wide latitude in the performance of his/her duties, and a high level of leadership and judgment is necessary and expected.

EXAMPLES OF WORK: (Illustrative only)

- Manages the operations of the Finance Department;
- Develops and implements procedures to execute new duties and responsibilities assigned to the Finance Department;
- Works with other departments to develop and coordinate procedures and improve interdepartmental cooperation;
- Conducts Finance Department projects and contributes to multi-departmental projects;
- Provides financial information to other departments, elected officials, and the public;
- Conducts financial analyses; prepares reports;
- Monitors and reviews all functions of the Finance Office, including information technology, and initiates appropriate action as required;
- Directs receipt, deposit and investment of City monies, together with records thereof;
- Maintains up-to-date operating policy/procedure manuals for all activities;
- Supervises the orderly and timely processing of assigned accounting transactions;
- Supervises the timely preparation of accounting and financial reports;
- Assumes responsibility for the accuracy and integrity of assigned accounting functions;
- Anticipates and schedules finance office tasks and monitors their progress;
- Supervises the preparation of the City's annual and periodic financial statements;
- Implements approved procedures for performing tasks assigned to the Finance Office;
- Anticipates problems and tries to resolve them before they occur or escalate;
- Devises better ways to accomplish tasks where improvement is possible;
- Directs the planning, organization and maintenance of central accounting systems;
- Keeps Finance Director informed of potential problems and significant contingent

- transactions (in advance of occurrences, if known);
- Collects old accounts and notes receivable promptly, and keeps Finance Director aware of all significant developing delinquencies;
- Monitors the information technology operation and works closely with the M.I.T. Manager to assure its efficient and uninterrupted functioning;
- Hires and participates, with the Finance Director, in the appraisal of Finance Department personnel;
- Assists the Finance Director with the sale or placement of bonds and notes;
- Assists the Finance Director with the annual budget as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of principles and practices of municipal accounting. Thorough knowledge of modern office procedures, practices, systems and equipment. Ability to analyze and evaluate municipal accounting problems, to develop pertinent data and systems evaluations and revise systems accordingly, to plan, organize and supervise a group or subordinates, to prepare clear, concise, accurate and timely financial and other reports and statements either orally or in writing and to establish and maintain effective working relationships with superiors, subordinates, City officials and the general public. Good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable professional experience in public finance administration at the level of Senior Accountant, including extensive supervisory experience and progressively responsible experience in local government, and a Master's degree from an accredited college or university in Accounting; or any equivalent of experience and training which provides the required knowledge, skills and abilities. Possession of a valid and current Certified Public Accountant (CPA) license encouraged or preferred.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

APPLICATION PROCESS:

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. A completed application may instead be hand delivered to the City of Annapolis Office of Human Resources by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, sexual identity, or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.