



Code: 0117

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: ASSISTANT DIRECTOR OF FINANCE

CHARACTERISTICS OF THE CLASS

Under direction, in a managerial nature, functions as the assistant chief financial officer assisting in the management of the financial, accounting, budgetary, and grant administration operations for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Assists in planning and directing the work of professional staff engaged in managing, analyzing, and reporting on a department's financial matters (e.g., economic data, procurement and contracting processes, revenues and disbursements, issuance and refunding of bonds, long-term debt payments, fund investments, related accounts)
- Assists in the development and implementation of policies and procedures to ensure operational efficiency
- Participates in developing and revising accounting procedures to improve financial reporting of department receipts and expenditures
- Assists in the design and implementation of new computerized accounting systems to improve the effectiveness of financial reporting
- Assists in managing the coordination and preparation of corporate and non-corporate budgets to ensure appropriateness of funding allocations
- Assists in establishing and implementing internal audit systems and financial controls to ensure the appropriate use of funding
- Assists in directing and authorizing the preparation of fiscal reports summarizing and forecasting the department's financial position

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance or a directly related field with 15 semester hours in Accounting or Finance, plus five years of professional financial management experience of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- generally accepted accounting and auditing principles, methods, practices, and procedures
- financial analysis and management principles, methods, practices, and procedures
- generally accepted fiscal policy principles, methods, practices, and procedures
- grant administration policies, methods, practices, and procedures
- budget preparation and management methods, practices, and procedures

Moderate knowledge of:

- *management and supervisory methods, practices, and procedures
- applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations,

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- * JUDGMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2014