



City of South Bend

Vacancy Announcement

Post Date: Wednesday, May 15, 2019

Closing Date: Until filled

DIRECTOR OF FINANANCIAL SERVICES (ACCOUNTING MANAGER) - DCI

Category: Full Time

Department: Administration & Finance

Reports To: Director of Budget & Accounting

Schedule: Monday-Friday, 8:00 am-5:00 pm. Schedule may vary based on departmental needs.

Pay Rate: \$57,500 - \$67,500/yr. (Exempt)

Position: SUMMARY

Manages and coordinates the financial operations for the City's Department of Community Investment (DCI). Under the direction of the City Controller, works with the Executive Director of Community Investment to ensure effective fiscal management of DCI's activities, including various Federal and State grant programs, Tax Increment Financing (TIF) allocation areas, and other departmental programs. Ensures accurate, timely accounting records for DCI and affiliated not-for-profit organizations.

SUPERVISION EXERCISED

Responsible for overseeing office functions, including several technical and professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Manages assigned operations, plans and organizes workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Develops annual operating and capital budgets in conjunction with Executive Director and the City Controller
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Responsible for department accounting, purchasing, payroll, and disbursement functions, within the context of City policies and procedures.
- Assists the City Controller with the preparation of the annual Comprehensive Annual Financial Report (CAFR), including gathering and supplying supporting documentation for the City's annual audit.
- Assists in the development of monthly financial reports and supports the ongoing monitoring of internal controls.
- Develops short and long range business plans and strategy in conjunction with the Executive Director; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies.
- Maintains accurate records for all grant activity on a City-wide basis. Responsible for preparation and filing of annual grant-related reports.
- Serves as a fiscal liaison for the department to the South Bend Common Council, as well as to boards, commissions, government agencies and community based groups, as requested.
- Serves as member on various committees, as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor Degree in Accounting, Business Administration, Economics, Finance, or a related field.
- CPA preferred.
- Minimum of three years of experience in managing fiscal operations strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of grant administration, accounting, auditing, federal regulations. Must have the ability to perform administrative budgeting, coordinate the activities of others and continually evaluate the need to revise, add or delete the various types of records kept, monitoring needed, etc.
- Ability to communicate with supervisors, peers, or subordinates, providing information by telephone, in written form, e-mail, or in person.
- Ability to organize, plan, and prioritize work, developing specific goals and plans to accomplish work.
- Demonstrated proficiency with Microsoft Office Products, particularly Microsoft Excel
- Working knowledge of City or County government a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License or ability to obtain one if driving a City vehicle.

EQUIPMENT

Computer, copier, telephone, automobile, cell phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed mostly in an office setting. Some outdoor work is required in the inspection of various projects and construction sites. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at <https://southbendin.gov/employment> or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-employment drug screen required

Comprehensive background check required