



City of Springfield, Ohio Accounting & Budget Manager

SALARY	\$82,160.00 - \$104,728.00 Annually	LOCATION	Springfield, OH
JOB TYPE	Administrative Position (full-time)	JOB NUMBER	2400237
DEPARTMENT	Finance	DIVISION	Accounting
OPENING DATE	10/01/2024	CLOSING DATE	12/6/2024 12:06 AM Eastern

Job Description

This is a highly responsible professional accounting and administrative position overseeing the City's accounting and financial reporting functions, as well as budget development and financial planning. Under the general direction of the Finance Director, the Accounting & Budget Manager develops, implements, and evaluates a complex accounting system in accordance with generally accepted accounting principles (GAAP). This role requires a strong emphasis on leadership, organizational awareness, and cultural fit to align with the City's values of teamwork, transparency, and public service excellence. The position is key to fostering collaboration across departments, ensuring effective communication, and maintaining fiscal accountability while leading the preparation of the Annual Comprehensive Financial Report (ACFR).

Examples of Duties

- Acts for the Finance Director in managing city accounts, auditing, and disbursement of city funds.
- Directs, supervises, and reviews the work of accounting staff, ensuring alignment with City goals and culture.
- Develops, implements, and maintains systems for general and specialized accounting, including financial reporting in compliance with GAAP.
- Oversees the annual budget preparation process, assists with revenue forecasting, expense tracking, and variance analysis for the City.
- Demonstrates leadership by setting clear expectations, mentoring staff, and fostering an environment of continuous learning and improvement.
- Builds a culture of accountability, teamwork, and cross-functional collaboration among departments to drive financial success.
- Analyzes and interprets financial data, preparing detailed reports and summaries for internal stakeholders.
- Assists in preparing the Annual Comprehensive Financial Report (ACFR), financial statements, and other financial reports for the Finance Director and Assistant Finance Director.
- Provides technical advice and assistance to City departments on financial management, budgeting, and accounting issues.
- Reviews and audits invoices, vouchers, and disbursements.
- Collaborates with analysts and consultants to develop data processing programs for accounting and financial reporting purposes, including conversions to automated systems.
- Prepares monthly and quarterly financial reports, including budget-to-actual comparisons and forecasts.
- Assists with the coordination of the annual audit, providing necessary documentation and acting as the primary liaison for auditors.
- Develops, maintains, and updates financial policies and procedures to improve efficiency and ensure proper internal controls.

- Serves as a financial advisor to City leadership, providing support during collective bargaining negotiations and special projects.
- Prepares financial information necessary for short- and long-range planning of City operations and infrastructure.
- Promotes the City's mission and values by ensuring a high level of service to all stakeholders and fostering a positive organizational culture.
- Performs related duties as assigned.

Qualifications

Education and/or Experience:

- Bachelor's degree in Accounting, Finance, Public Administration, or a related field from an accredited college or university.
- Minimum of five years of progressively responsible experience in governmental accounting and budgeting, including at least two years of supervisory experience.
- Considerable experience in municipal accounting.

Knowledge, Skills and Abilities

- **Leadership:** Proven ability to lead and inspire a diverse team, fostering a culture of accountability, collaboration, and continuous improvement.
- **Organizational Awareness:** Deep understanding of the City's mission, goals, and objectives, ensuring financial strategies align with overall organizational direction.
- **Cultural Fit:** Ability to work effectively within a values-driven organization, embracing teamwork, transparency, and public service excellence.
- **Accounting Principles:** Thorough knowledge of governmental accounting principles, municipal budget cycles, statutes, ordinances, and GAAP.
- **Financial Reporting:** Experience in preparing financial reports, including the Annual Comprehensive Financial Report (ACFR).
- **Budget Development:** Expertise in developing and managing complex budgets, including long-term financial planning.
- **Communication:** Strong interpersonal skills with the ability to communicate complex financial data clearly to both technical and non-technical audiences.
- **Software Proficiency:** Advanced skills in Microsoft Excel, Word, Adobe, and experience with financial management systems and ERP software.

Applications will be reviewed and interviews could be scheduled prior to the closing date. Submission of resume and cover letter with application is strongly encouraged.

The City of Springfield is committed to a diverse workforce as it enriches and strengthens how we advance our mission. We are proud to be an equal opportunity employer, welcoming applications from all individuals, regardless of race, gender, sexual orientation, religion, ethnicity, national origin, disability, and all the other characteristics that make us unique. Our goal is to be the place where a diverse mix of talented people want to work.

Employer

City of Springfield, Ohio

Department

Finance

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