

## **Hobbs Municipal Schools Job Description**

**Position:** Assistant Director of Finance

**Supervisor:** Director of Finance

**General Job Description:** The Assistant Director of Finance will assist the Director of Finance in the management of financial matters and will assist in the oversight of staff in the Business Office.

**Qualifications:**

1. Bachelor's degree in appropriate field or equivalent job-related experience.
2. A solid foundation of governmental accounting knowledge.
3. Familiarity or ability to obtain knowledge of District, State and Federal laws and regulations regarding financial matters.
4. Supervisory experience.
5. Strong computer skills, especially knowledge of computerized accounting systems.
6. Ability to operate all other office machinery.
7. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.

**Essential Duties and Responsibilities:**

1. Demonstrate ethical behavior.
2. Engage in ethical behavior.
3. Project an overall concern for personal appearance as it relates to job performance.
4. Work cooperatively with colleagues, supervisors and administrators.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Ability to work under pressure and constant interruptions.
10. Use of effective people skills to coordinate with other departments and entities external to the district.
11. Ability to meet deadlines and due dates.
12. Ability to decipher complex problems and make decisions (within area of authority) with minimal supervision.
13. Identify areas for improved efficiency of operations.
14. Must demonstrate strong analytical/critical thinking skills to perform non-routine tasks.
15. Ability to research a variety of issues related to school business.
16. Supervise areas of procurement, accounts payable, cash receipts and payroll and serve as a backup to these areas if necessary.
17. Ability to take on new tasks as a result of changes in policy, legislation or other mandates.
18. Assist with budget preparation.
19. Assist in financial aspects of grant management as necessary.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments with minimal direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling and moving light furniture may be required.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment, including current technology.

**Terms of Employment:**

Salary and work year to be established by Board.