

POSITION DESCRIPTION

Class Title: Finance Director
Department: Finance

Date: September 6, 2018
Union: Non Applicable

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the city. This position exercises considerable initiative and independent judgement. Strong interpersonal and communication skills are essential. The incumbent in this position is expected to resolve problems of a professional and technical nature and must effectively confront problems facing public financial management while managing competing priorities and budgets.

SUPERVISION RECEIVED

Works under the general direction of the City Manager or designee.

SUPERVISION EXERCISED

Exercises supervision over all finance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Ensures compliance with Ohio Revised Code, Governmental Accounting Standards Board (GASB) and all other applicable standards.

Monitoring and analyzing all City appropriations.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepare annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties and handle complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the City Manager.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, contractual agreements, and other receipts in accordance with laws and regulations.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.

Oversees the computerized financial and management information system of the City.

Assists in budget preparation and execution.

Approves expenditures to ensure adherence to appropriations.

Maintains financial records for all revenues and expenditures; state and federal grants and Ohio Public Works projects; bonds, notes, OWDA, OPW, economic development loans and other financial record needs.

Completes all City, County, State, and Federal financial reports.

Processes records for Workers' Comp claims and OBES requirements.

Addresses sewer and water collection concerns.

Trains and develops financial staff.

Oversees payroll and accounts payable processing.

Oversees delinquent sewer and water collection.

Manages investment of city funds in accordance with investment policies and goals, and local and state regulations.

Reviews accounts receivable records and performs necessary follow-up on collections.

Performs related duties as assigned.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the City at various conferences and meetings.

Perform general management duties for the City Manager as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- A.) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) year of progressively responsible municipal finance work or any equivalent combinations of education or experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- A.) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB);
- B.) Skill in operating the listed tools and equipment;
- C.) Ability to prepare and analyze financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, City officials; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license.

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and finance software; typewriter, calculator, phone, copy machine, and fax machine.

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 talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasional lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee:_____ **Date:**_____
(Indicates the employee was given a copy of the job description.)

Supervisor:_____ **Date:**_____