



## **JOB DESCRIPTION**

### **Director of Finance**

**Summary:** The Director of Finance is responsible for overseeing financial management and accounting activities necessary for the successful operation of the city. This includes preparing and managing the city's budget, forecasting, account reconciliation, financial reporting, annual audits, accounts payable, accounts receivable, and payroll.

#### **Examples of Essential Job Functions:**

- Serve as the city's Chief Financial Officer and Tax Administrator.
- Supervise the proper accounting of city funds in accordance with generally accepted accounting principles.
- Manage, direct, and organize accounting and finance activities, including purchasing, payroll transactions, accounts payable, accounts receivable, and general accounting.
- Oversee the competitive bidding process and the purchasing function. Help execute and is party to all purchase contracts issued by the city, including purchase orders.
- Prepare the Annual Tax Budget, the Annual Appropriation measure, all major financial reports and subsequent amendments in accordance with the governing laws.
- Manage the city's cash and investments, oversees depository agreements and collateral in accordance with the Ohio Revised Code and the city's investment policy.
- Manage the issuance and payments of city debt in accordance with applicable laws.
- Manage the accounting of all capital assets.
- Coordinate the Risk Management Process, which includes liability, property, health, and life insurance. Recommend consultants and monitor all related activities.
- Oversee securing and administering of grant funds.
- Assist in the formulating and implementing the city's goals, objectives, policies and procedures.
- Work with and assist auditors with the state required audit. Provide documentation, audit evidence and explanations to them during the course of their audit.

- Provide monthly financial reports regarding the city's financial position to the Mayor, Council and Administration, including fund balances, comparing actual revenue with estimated revenue, and comparing actual expenditures with budgeted expenditures.
- Advise and provide assistance to the Mayor, department heads, other city staff, and the public regarding city finances.
- Investigate, resolve, and respond to issues, complaints or inquiries from external entities or within the city.
- Ensure the highest level of customer service is provided to the public.
- Participate in all City Council meetings, Finance Committee meetings, and other meetings to represent the city's financial interests.
- Maintain the ability to be bonded throughout the course of employment.

### **Minimum Qualifications**

***Education, Training, and Experience Guidelines:*** A Bachelor's Degree in business or public administration with an emphasis in finance, accounting, or closely related field, along with five years of experience in government financial analysis and administration, and five years of experience in a responsible supervisory position; or any equivalent combination of training and experience. A Master's Degree and Certified Public Accountant Certification (CPA) are highly desirable.

### **Other Qualifications**

- Must understand public sector accounting principles.
- Must have knowledge of applicable Federal, State and local laws and administrative policies.
- Must be skilled in operating a personal computer and various software applications.
- Must be able to communicate effectively, both verbally and in writing.
- Must possess, and be able to maintain, a valid Ohio driver's license throughout employment with the city.