



**City of Avon Lake, Ohio
Classification Specification
Director of Finance**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Director	E13	Exempt	Unclassified	

CLASSIFICATION SUMMARY
<p>The Finance Director serves as the chief fiscal officer and contract administrator who oversees the management of financial records/accounts and contract administration program for the City; maintains an accurate accounting of all taxes, assessments, monies due, receipts and disbursements made by the Municipality and Municipal Utilities; maintains a record of all appropriations and transfers of funds made by Council; reviews and approves payroll, bills, and other claims upon the Municipality and Municipal Utilities; advises the Mayor and Council in the preparation of estimates, budgets, and appropriations; serves as a liaison with the Utilities Department in the reconciliation of bank statements; is responsible for the preparation of documents, such as notes for loans or bonds, annual audits, and annual comprehensive financial reports (ACFR) within fund balances approved by Council.</p>

ESSENTIAL DUTIES ¹	% OF TIME
Manages staff, including prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring employees follow policies and procedures, maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	20
Oversees and directs activities of the accounting function, including coordinating, administering, updating, and evaluating processes, procedures, systems, and standards; and ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.	20
Reviews and audits internal financial reports, worksheets, general ledger entries, and other documents created by subordinates; identifies, researches, and directs the resolution of issues; ensures deadlines are met; and responds to questions from senior management.	20
Prepares, submits, and maintains the annual budget; evaluates all revenue records and prepares budget forecast.	15
Prepares for and completes the annual comprehensive financial reports, and other financial reports, in preparation for the annual audit; prepares and reviews reports, worksheets, and audit materials; responds to auditor questions and resolves identified issues.	15

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

Maintains an accurate record of all taxes, assessments, and all monies due the City; maintains accurate records of all tax assessments with the County auditor and prepares necessary paperwork on assessments with the City's bond counsel; maintains a listing of City assets, including motor vehicles, real estate property, infrastructure, and contractual documents.	10
Performs other duties of a similar nature or level.	As required

MINIMUM QUALIFICATIONS
<p><u>EDUCATION AND EXPERIENCE:</u> Bachelor's degree in accounting or finance administration, including courses in public administration, business administration, or economics; ten years of satisfactory administrative accounting experience, including five years of experience in government accounting.</p> <p><u>CERTIFICATIONS/LICENSES:</u> Valid Ohio Driver's License or ID.</p> <p><u>PREFERRED QUALIFICATION:</u> State of Ohio CPA License.</p>
<p><u>KNOWLEDGE OF:</u></p> <ul style="list-style-type: none"> ▪ Managerial principles ▪ Financial management principles, practices, and procedures ▪ Budgeting principles ▪ Generally Accepted Accounting Principles (GAAP) ▪ Governmental Accounting Standards Board (GASB) principles ▪ Internal financial control practices ▪ Applicable federal, state and local laws, rules, and regulations ▪ Automated financial systems ▪ Report preparation techniques
<p><u>SKILL IN:</u></p> <ul style="list-style-type: none"> ▪ Monitoring and evaluating employees ▪ Prioritizing and assigning work ▪ Managing a City department's financial operations ▪ Evaluating and implementing accounting procedures and systems ▪ Implementing procedural improvements ▪ Reading, comprehending, and analyzing financial statements ▪ Preparing and submitting annual reports ▪ Organizing, evaluating, and presenting complex financial data ▪ Applying federal, state, and local laws, rules and regulations ▪ Communication and interpersonal skills, as applied to interaction with subordinates, coworkers, supervisor, and the public, sufficient to exchange or convey information and to give and receive work direction

ADA AND OTHER REQUIREMENTS

This position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS:

Work is performed primarily on-site, in an office, during the day/night; secondarily, in an off-site office and/or field location(s), as required.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$54.32 to \$80.72 hourly, or \$112,985.60 to \$167,897.60 annually
- Applicable benefits provided to full-time non-bargaining employees, as declared in Codified Ordinance Chapter 260

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