

POSITION DESCRIPTION
CITY OF TWINSBURG – DIRECTOR OF FINANCE
An Equal Opportunity Employer

JOB TITLE:	DIRECTOR OF FINANCE
DEPARTMENT:	FINANCE
IMMEDIATE SUPERVISOR:	MAYOR
POSITIONS SUPERVISED:	ASSISTANT FINANCE DIRECTOR, CHIEF ACCOUNTANT, ACCOUNTANT, EXECUTIVE ASSISTANT, PT ACCOUNTING ASSISTANT
STATUS:	FULL-TIME, EXEMPT, NON-CLASSIFIED

SUMMARY:

The Director of Finance is responsible for the financial management and accounting activities required for the successful operation of the City, including such tasks as budgeting, forecasting, account reconciliation, financial reporting, annual audits, accounts payable, accounts receivable and payroll.

JOB RESPONSIBILITIES:

- Prepares/ oversees the preparation of the Annual Tax Budget, the Annual Appropriation measure, all major financial reports and subsequent amendments in accordance with the governing laws.
- Monitors city fiscal activity for financial position and trends, including comparing actual revenue with estimated revenue, and comparing actual expenditures with budgeted expenditures.
- Oversees the competitive bidding process and the purchasing function. Helps execute and is party to all purchase contracts issued by the city, including purchase orders.
- Responsible for the management of the city's cash and investments. Oversees depository agreements and collateral in accordance with the Ohio Revised Code. Manages and purchases legal investments that will maximize return and minimize risk.
- Ensures that all money due to the city is collected or in the process of collection. This includes all tax revenue, special assessments, enterprise billings and other receivables. At times, may have to prepare special assessments.
- Manages the issuance and payments of city debt in accordance with applicable laws.
- Functions as City Risk Manager, and obtains general liability, property, auto and professional liability insurance
- Works with and assist auditors with the state required audit. Provides documentation, audit evidence and explanations to them during the course of their audit.
- Consults with staff, government, and the business community on a variety of financial issues of concern to the city, as well as participating in joint activities and problem solving.
- Participates in all City Council meetings, Finance Committee meetings and other meetings to represent the city's financial interests.
- Establishes procedures pursuant to governing laws for all fiscal activities and transactions to ensure compliance with applicable Federal, State and Local Laws.
- Trains and supervises all Department employees.
- Assists with and participates in collective bargaining negotiations, participates in meetings with unions as needed.
- Must be able to maintain the confidentiality of sensitive and private information.

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- Solves or participates in the solving of Finance Department problems. This includes payroll, utility billing, accounts receivable, accounts payable and inquiries by other governmental agencies.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning and directing work; appraising performance; reward and discipline of employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Bachelor's Degree from a four-year (4) college or university, and four (4) years related experience; or eight (8) years of education and/or local government finance experience.
- Must be eligible to be bonded by the City.
- Ability to read, and interpret documents such as general business periodicals, professional journals and technical procedures, or governmental regulations. Ability to write routine reports and correspondence.
- Ability to speak effectively.
- Ability to work with mathematical concepts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize potentially unsafe conditions and behaviors and correct them in a positive and appropriate manner.
- Ability to freely operate the following tools and equipment: personal computer, including Word Processing and Spreadsheet software; mainframe computer system; calculator; telephone; fax machine; photocopier.
- Must possess a valid State of Ohio driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

WORKING CONDITIONS: 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.

While performing the duties of this position, the employee is regularly exposed normal indoor office conditions. The employee is regularly required to stand, sit, walk, reach with hands and arms, use fingers to type, talk and hear. The employee may occasionally be required to stoop, kneel, crouch, or crawl and taste and smell. The employee will occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually moderate.