

Director of Finance – City of Avon

Overview:

The City of Avon is seeking a qualified individual for the role of Director of Finance. In accordance with Article V, Section 3 of the City Charter, an applicant for this position shall possess no less than a bachelor's degree in accounting or finance from an accredited four-year college or university, plus three (3) years of accounting experience preceding their appointment. The Director of Finance shall be appointed by the Mayor with the concurrence of a majority of City Council. The Director of Finance reports directly to the Mayor, is the head of the Finance Department and the fiscal officer of the Municipality. Extensive management and supervisory experience, strong communicator, attention to accuracy, ability to be prepared and knowledgeable on all aspects of finance, along with transparency and integrity are a must. The successful candidate will need to pass all pre-employment background checks, including a drug test and a psychological evaluation. Online applications must be submitted to the City of Avon's website at www.cityofavon.com/employment with a resume, cover letter, and documents that substantiate qualifications and licensures. Applications will be accepted until the position has been filled. EOE/AA

Education/Experience:

The ideal candidate will have the above requirements accompanied by extensive experience working in an accounting/finance department of a public entity in the State of Ohio. Three (3) years of accounting experience is required, but at least five (5) years of progressive accounting or financial experience would be preferred. Possession of a Certified Public Accountant (CPA) or Master of Business Degree in Finance (MBA) are desirable.

Essential Functions:

- Plans for and directs the efficient operation of the City's Finance Department
- Directs the maintenance of financial accounts and funds
- Oversees investments and the City's Investment Policy
- Ensures an accurate accounting of taxes, assessments, and monies due the City and of receipts and disbursements made by the City
- Manages project accounting and financing; accurately tracks project expenses and monitors compliance with all regulations

- Debt administration, including placement of bonds and bond anticipatory notes, accounting and planning of all debt service payments and revenue projections to service debt
- With Mayor and City Council participation, responsible for the preparation of all estimates, forecasts, budgets, and appropriations
- Attends City Council meetings and certain other official public meetings to provide information and recommend measures for adoption
- Acts as Income Tax Administrator for the City
- Provides monthly and quarterly financial reports to Mayor, Department Heads and City Council
- Facilitates and manages annual audits and financial reporting
- Manages Tax Increment Financing, including revenue tracking, expense tracking, filing of exemption forms with County and Ohio Department of Taxation and all Annual Reporting requirements
- Manages Community Reinvestment Area and Enterprise Zone property tax abatement agreements
- Supervises the annual financial audit and related GAAP conversion in preparation of the City's Annual Report
- Must meet and maintain all training and education requirements for the position

Knowledge, Skills and Abilities:

- Governmental accounting and budgeting principles
- Generally Accepted Accounting Principles
- Exercise independent judgment and discretion
- Skill in use of various software packages
- Ability to analyze and evaluate complex financial situations
- Ability to communicate effectively
- Ability to establish and maintain effective working relationships with associates, advisers, agencies, attorneys, auditors, Department Directors, elected officials, employees, government officials and the general public.

Physical Demands:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.). The employee may occasionally experience hostility from the general public. In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work

Salary shall be commensurate with preferred experience and knowledge