Job Description
ASSISTANT FINANCE DIRECTOR

Department: Finance
Union / FLSA Status: Non-bargaining / Exempt
Employment Status: Full time
Reports To: Director of Finance
Supervises: Subordinate Staff
Working Hours: Monday through Friday, may perform duties outside business hours as needed

SUMMARY

The Assistant Director of Finance is responsible for the administration and oversight of day-to-day operations of the Department of Finance and oversight of job assignments completed by staff within the department. This position oversees cash, revenue and expenditures of the City, prepares financial statements, assists in the preparation of the operating and capital budgets, participates in the annual audit and compilation of annual financial statements and other related tasks as required. This position must demonstrate effective communication, leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility. The Assistant Finance Director may serve as acting Director of Finance in the absence of the Director of Finance.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting and a minimum of 5 years of governmental finance experience in a position of managerial capacity, or equivalent. Experience in government finance operations, reporting and compliance, including knowledge of public debt financing, federal grants compliance and reporting, and Ohio state fiscal compliance requirements. Possession of CPA, CGFM, CPPB, CPPO or equivalent is desirable. Must possess a valid Ohio driver's license and be insurable under the City's insurance plan.

ESSENTIAL FUNCTIONS

- Assist in preparation of annual City operating and capital budget.
- Assist in the preparation of the Annual Comprehensive Financial Report (ACFR); provide oversight of the conversion process and review financial information prepared by outside firm for accuracy.
- Assist in the preparation of the City's annual tax budget.
- Monitor funding from Federal, State and local sources and ensure compliance with Uniform Guidance, OMB Circular A-133; prepare annual Schedule of Federal Awards.
- Maintain the City's capital asset system including tagging the assets, recording the acquisition and disposal of assets; calculate depreciation expense and prepare asset reports.
- Work with external auditors, collect and provide data as part of the City's annual audit.
- Prepare the Annual Information Filing.
- Assist Finance Director in auditing records, preparing monthly financial statements and journal entries, budget to actual analysis and reconciling accounts.
- Review and approve department requisition and budget transfer requests.

- Oversee and assist with Accounts Payable and Receivable operations to include the review of staff assignments to ensure accuracy, efficiency and compliance with established procedures.
- Prepare cash reconciliation; analyze and resolve reconciling items.
- Assist in the development of operating procedures, policies, rules and regulations.
- Participate in development and mentoring of staff to achieve a cohesive work unit.
- Oversee assignments completed by department staff.
- Assist employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.
- Perform other related duties as assigned including those of a confidential nature.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: City government structure and processes; accounting and auditing principles as promulgated by the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB); principles and practices of municipal finance administration, including budget preparation; knowledge of Federal, State and local law pertaining to the issuance of annual 1099s, W-2s and other year-end tax filings; Ohio Public Employees and Ohio Police and Fire Pension compliance and reporting requirements as well as State and Federal procurement law and best practices; enforcement of the Ohio Revised Code and the City of North Ridgeville Ordinances and laws.

Skill in: Microsoft Office products, strong Excel experience preferred; communications, interpersonal and human relationship skills; organization and attention to detail.

Ability to: communicate effectively, orally and in writing; perform fiscal planning and provide financial information to the Mayor and City Council in the absence of the Director of Finance; provide suggestions, advice and support to department heads, other City employees and the community; work in high-pressure environments with competing deadlines; work independently, troubleshoot issues and provide suggestions for resolution work cooperatively with all City employees toward the common goal of providing high quality services; maintain confidentiality of applicable data and employee information.

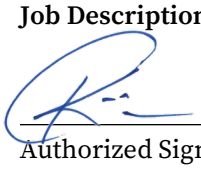
EQUIPMENT OPERATED

The following are examples of equipment operated, not intended to be all inclusive: personal computer, printer, copy machine, fax machine and other standard business office equipment.

PHYSICAL DEMANDS AND WORK CONDITIONS

In accordance with the U.S. Department of Labor exertion levels, this is considered sedentary work.

Job Description Approval:



Authorized Signature

10/9/2026
Date