

Code: 0109
Dept.: Finance
Pay Grade: 1150
Date: 06-15-90
Revised: 12-03-24

Class Title: FINANCE DIRECTOR

Definition of Class

Under administrative direction of the City Manager, is responsible for a variety of tasks of considerable difficulty in the administration of the City's financial program. Work is reviewed through audits, results achieved, and personal observation. Performs other work as requested.

Examples of Work Performed

Works in close coordination with City Manager and all department heads in all aspects of the preparation of the City's budget; maintains approved budget.

Prepares annual financial statement; reviews utility operations, revenues, rates on an annual basis; maintains current debt and debt service.

Prepares cost/benefit financial ratio analysis for decision-making on special projects.

Supervises all finance department staff; supervises all bookkeeping and accounting activities of the finance department.

Serves on the labor negotiation team and provides administrative support to the City Manager or designee.

Oversees risk management, insurance and self-insurance and loss-control programs.

Maintains City inventory and fixed assets inventory.

Oversees the daily investment of idle cash; oversees the investment of the City's funds in both short term and long-term instruments.

Attends Council, project, and staff meetings; provides assistance regarding relevant financial information.

Supervises the City's property and casualty insurance administration.

Supervises preparation of the City's "Annual Comprehensive Financial Report (ACFR)"

Assists Capital Improvement Committee in preparing the 5-year Capital Plan and budget projections.

Minimum Qualifications

Bachelor's degree in Accounting, Public Finance, Public Administration or other closely related field (Prefer a Master's Degree in Public Administration, Accounting or Business Administration. Also prefer candidate either possessing or seeking Certified Public Finance Officer designation by the GFOA) supplemented by five (5) years of progressively responsible supervisory experience in local government financial administration involving a computer-based data information system; or equivalent combination of training and experience. Must have a working knowledge of GASB34.

Knowledges, Skills and Abilities

Knowledge of principles and practices of advanced public accounting.

Knowledge of principles and practices of sound investment policies.

Knowledge of the laws, rules and regulations involving complex financial record keeping.

Knowledge of bonding procedures, practices and policies.

Knowledge of policies, procedures, and practices of purchasing.

Knowledge of good supervisory practices.

Knowledge of policies, procedures, practices, laws, and regulations regarding income tax in the State of Ohio.

Knowledge of data processing systems, hardware and software.

Ability to maintain complex financial records; and to analyze and prepare reports from same.

Ability to make public presentations on the financial status of the City.

Ability to analyze and implement new office procedures and ideas to foster a climate of continual improvement.

Ability to establish and maintain effective working relationships with co-workers, subordinates, vendors, Council members and others.

Skill in identifying and effectively recommending new sources of revenue.

Knowledge of personal computers and various software applications.

Skill in the operation of modern office equipment, such as the telephone, calculator, computer terminal and related peripherals.

Skill in the operation of a light motor vehicle.