

**CITY OF NORTH OLMSTED
ASSISTANT FINANCE DIRECTOR**

The City of North Olmsted Finance Department is seeking a Full Time Assistant Finance Director. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Appointed by the Director of Finance and working under the general direction of the Director of Finance, the Assistant Director of Finance is responsible for performing substantive accounting and financial management duties to maintain the integrity of all accounting books, records and reports of the City through a strong internal accounting control environment, adhering to General Accepted Accounting Principles (GAAP) and ensuring all city, state and federal laws applicable to the finances of municipalities are followed. The Assistant Director of Finance provides technical assistance and oversight for other accounting and fiscal management positions.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in accounting from an accredited university or bachelor's degree in a business-related discipline with concentration in accounting, plus three (3) years of government accounting experience and Certification Public Accountant licensure preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties may be considered.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Public Accountant licensure preferred. May possess a valid State of Ohio Driver's License; the ability to maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, telephone, copy machine, facsimile machine, calculator, typewriter

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

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. Position is routinely required to stand, walk, stoop, kneel, crouch, etc. May occasionally lift or move up to thirty (30) pounds. Must frequently use hands and arms to reach, grab, etc.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Assists the Director of Finance in devising and implementing long-term goals and objectives for the department and oversees the development and execution of work plans and processes to accomplish those goals and objectives; assists with the development and management of operating, capital and tax budgets as directed by Director of Finance; provides recommendations to the Director of Finance where internal accounting controls should be enhanced to be more effective and continue to comply with GAAP, local, state and federal laws; etc.
2. Prepares all monthly and year-end reports and records for financial management including monthly cash basis and year-end GAAP conversion and Annual Comprehensive Financial Report preparation; works closely with external auditors on ACFR report and other matters; reviews and/or prepares all necessary journal entries on a monthly cash and annual GAAP basis. Prepares the Popular Annual Financial Report in coordination with the Mayor's office.
3. Reconciles all bank accounts monthly; prepares full reconciliation between bank accounts and financial reports; documents, with detailed explanations, all adjusting factors that are necessary to reconcile the books to the bank; prepares lists for outstanding checks and deposits in transit; obtains monthly copies of all bank memo entries and bank account transfers; prepares journal entries for last sweep of month; receives, identifies, and assigns codes to all receipts; prepares monthly closing of financial data; performs annual closing at year end for all department data.
4. Prepares and monitors all City tax liabilities and tax returns; administers investment and cash management by determining cash flow needs and monthly banking transactions; maintains inventory and fixed asset records. Serves as liaison to banks and other local, state and federal governments.

5. Provides budgetary and technical assistance to City divisions and departments and maintains a cooperative working relationship with them. Provides support to the Tax Incentive Review Board.
6. Serves as the Finance technology lead with the financial software company and coordinates any necessary technological installations, upgrades, etc. with them. Also coordinates software and hardware installations with our internal Information Technology division.
7. May be required to function as Director of Finance when authorized and additionally supports Director of Finance with other duties as needed.
8. Maintains required licensures, certifications, etc.
9. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge: basic accounting; accounts receivable procedures; bookkeeping; municipal, county, state and/or federal statutes, rules and regulations governing fiscal activities of City; office practices and procedures; records management; English grammar and spelling; Microsoft Office products, with particular emphasis on Microsoft Excel; Munis Software;* payroll processing software;* department practices and procedures.*

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral or picture form; deal with many variables and determine specific action; comprehend books, manuals, ordinances, Ohio Revised Code, maps, etc.; exercise independent judgment and discretion; prepare letters, memorandums, correspondence and other job-related documents with proper formatting, punctuation, grammar, etc.; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; maintain confidential information

POSITIONS DIRECTLY SUPERVISED:

None

Starting Salary Range

\$70,000.00 annual - \$95,000.00 annual