
City of Chardon
Job Description

FINANCE

Title - Finance Director

STATUS: Exempt

REPORTS TO: City Manager

PAY PLAN: Non-Bargaining

PAY BAND: 2

REVISION DATE: September, 2018

PURPOSE OF POSITION:

This position is responsible for oversight of finances, and planning and directing accounting, internal auditing, utility billing, collection and distribution of funds, record keeping, investments, and income tax administration. The employee has complete responsibility for all financial and financial record keeping activities of the City. The employee is responsible directly to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, directs and participates as necessary in all City financial activities.
- Serves as a member of senior management on committees, participates in the City's strategic planning efforts, and addresses citywide policy and management issues.
- Directs the operation of an accounting system in a manner consistent with established and accepted municipal accounting principles and practices.
- Directs the payment of bills incurred by the City.
- Certifies the availability of City funds in the execution of City contracts and purchases.
- Coordinates activities with other department heads to obtain data and prepares the annual budget and the capital improvement plan for review with the City Manager.
- Monitors and analyzes expenditures throughout the fiscal year to assure compliance with the approved budget.
- Supervises and participates in treasury management functions, including collection, billing, and cash management and control; directs the investment of City funds and controls cash flow to the best advantage of the City consistent with best practices.
- Prepares the annual tax budget for the City for public hearing and submission to the County Budget Commission.
- Prepares or oversees the preparation of the City's financial statements in accordance with generally accepted accounting principles.
- Submits information to the County to certify that appropriations from each fund do not exceed the official estimate of resources.
- Prepares or oversees the preparation of financial statements for issuing notes and bonds of the City.
- Keeps the City Manager and City Council fully advised as to the financial condition and needs of the City.
- Recommends computer hardware and software for maintaining the City's financial records; provides training for staff and other City employees to learn the use of computer hardware and software.

- Administers the City's insurance programs.
- Works cooperatively with the City Manager in City matters, including financial and administrative issues.
- Oversees the annual financial audits of the City, implements corrective measures when needed, and complies with the requirements established by the Ohio Auditor's Office.
- Trains, supervises, and evaluates the performance of staff of the Finance Department; makes recommendations for wage and classification adjustments; disciplines employees and recommends disciplinary action for employees of the Finance Department.
- May serve as Clerk of Council.
- When serving as Clerk of Council this employee has complete responsibility for keeping official records of the City Council, including minutes of meetings, ordinances and resolutions of the Council; attests Council documents; attends all meetings of Council; directs the preparation, processing, and dissemination of minutes; prepares, publishes and sends notice of public hearings.
- Administers the collection of City income tax in coordination with outside agencies.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with major course work in accounting, public or business administration or closely related field.

Thorough experience in accounting and finance work including experience in an administrative or supervisory capacity; or any equivalent combination of education and experience which provides the following knowledge, abilities, and skills.

Any equivalent combination of training and experience will be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of municipal finance administration and accounting.
- Thorough knowledge of the principles and practices of municipal budgeting.
- Thorough knowledge of the functions, structure, and operating routines of municipal government.
- Thorough knowledge of the laws and ordinances relating to the handling of and accounting for municipal funds.
- Considerable knowledge of administration and procedural policies of the City of Chardon and requirements relating to public records, or the ability to acquire such knowledge during a reasonable period of time.
- Knowledge of data processing applications in a municipal government setting.
- Ability to plan, assign, and supervise the work of personnel engaged in a variety of financial, clerical, and related activities.
- Ability to develop sound fiscal systems and procedures.
- Ability to establish and maintain effective working relationships with government officials and employees.
- Ability to deal tactfully and effectively with customers and the general public and to convey concise and accurate explanations of policies, procedures, and requirements.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.