



The City of Wickliffe

JOB DESCRIPTION **Director of Finance**

SUMMARY: Under the direction of the Mayor, administers, and directs the financial activities of the City, including preparing and managing the City's budget, controlling and guiding the finances of the City in compliance with legal provisions and generally accepted municipal accounting principles; leads, promotes and manages a positive work environment and does related work as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties, which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay. Essential duties and responsibilities may include, but are not limited to the following:*

- Serve as the City's Chief Financial Officer.
- Plan, organize, coordinate and direct subordinate staff in the operations of Finance, Purchasing, and Treasury.
- Assign work activities, projects, and programs, monitors work flow, reviews, and evaluates work products, methods, and procedures.
- Conduct employee performance evaluations.
- Conduct discipline procedures.
- Recommend the appointment of personnel, provides or coordinates staff training, and works with employees to correct deficiencies.
- Supervise the proper accounting of City funds in accordance with generally accepted accounting principles.
- Oversee and participate in the development of the Finance Department work plan.
- Supervise and review the processing and recording of all receipts and disbursements.
- Advise and provide assistance to the Mayor, Department Heads, other City staff, and the public regarding City finances.
- Supervise payroll processing and develop payroll procedures.
- Assist in the formulation and implementation of the City's goals, objectives, policies and procedures.
- Manage, direct, and organize accounting and finance activities, including fund investments, purchasing, payroll transactions, accounts payable, accounts receivable, general accounting, and utility billing.
- Coordinates the Risk Management process including liability, property, health and life insurance. Establishes claim procedures, recommends consultants and monitors all activities.
- Coordinate the development of the citywide budget.

- Prepare overall financial projections, including the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Administer and implement the approved budget.
- Conduct periodic audits to ensure compliance with internal controls.
- Prepare the annual audit and required State reports.
- Administer the City's investment and cash management programs.
- Oversee securing and administering of grant funds.
- Conduct studies and analysis of special projects and the preparation and review of a broad range of reports.
- Provide assistance in the implementation of project recommendations.
- Serves as the City's Tax Administrator including determining cases to bring to court and making recommendations to others on tax issues related to the City.
- Recommend policies and approve the implementation of procedures.
- Ensure activities are conducted in accordance with related laws, ordinances, rules, and regulations.
- Develop and establish work methods and standards.
- Ensures the highest level of customer service provided to members of the public.
- Prepare, analyze, and present reports to City Council, Mayor, and department heads.
- Investigate, resolve, address and/or respond to issues, complaints or inquiries from external entities or within the City.
- Maintain confidentiality of work-related issues and City information.
- Prepare regular financial updates and presentations to Department Heads and the City Council.
- Must have the ability to be bonded and maintain that ability, throughout the course of employment.
- Attend Council meetings.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in business or public administration with emphasis in finance, accounting, or closely related field, and five years of experience in government financial analysis and administration; and five years of experience in a related responsible supervisory position. A Master's degree and a certified public accountant certificate are highly desirable.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license upon hire and maintain throughout the length of employment with the City of Wickliffe. Certification in public or governmental accounting preferred.

Knowledge of:

- Governmental accounting and generally accepted accounting principles.
- Financial requirements for government grant programs.
- Financial data entry procedures and the application of computer systems to municipal finance.
- Principles of effective financial management and municipal budget procedures.
- Federal, State and local laws, codes and regulations.
- Thorough understanding of generally accepted accounting principles (GAAP).
- Bonding and assessment programs, payment and record keeping requirements.
- Interpersonal skills requiring the use of tact, confidentiality, patience, and courtesy.
- Principles of supervision, training, and performance evaluations.

- Department safety and training requirements.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgments.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with Mayor, City Council, department heads, supervisors, employees, external auditors, external public and private agencies and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 25 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must be willing to travel during course of employment.

SERVES AT THE PLEASURE OF THE MAYOR WITH CONFIRMATION BY CITY COUCIL