

## **DIRECTOR OF FINANCE - CITY OF ASHTABULA, OH**

### **POSITION DESCRIPTION**

The Director of Finance is part of the Administrative Team of the City of Ashtabula, and has general charge of the administration of the financial affairs of the City. The City Finance Director is appointed by the City Council and is subject to Council's supervision.

The Director of Finance is required to:

- 1) Assist the City Manager in preparing and submitting the current income and expense estimates for the budget;
- 2) Supervise and be responsible for the disbursement of all monies and control all expenditures so that appropriation and cash resources are not exceeded;
- 3) Maintain a general accounting system for the City government; keep accounts for and exercise budgetary control over each office, department and agency; keep separate appropriate accounts, each of which shall show the amount of appropriation, the encumbrances thereon, the amounts expended therefrom, and the unencumbered balance therein; require reports of receipts and disbursements from each receiving and disbursing agency of the City government at such intervals as the Director of Finance may deem expedient and in such form as required by the Director;
- 4) Submit to the City Manager and City Council, not less often than monthly, a statement of receipts and disbursements and account balances in sufficient detail to show the financial condition of the City;
- 5) Prepare and deliver to City Council, as of the end of each fiscal year, a complete financial statement and report;
- 6) Receive and record all fees and revenues due the City;
- 7) Have custody of all public funds belonging to or under control of the City or any office, department or agency of the City government and deposit said funds in such depositories as may be designated by resolution of the Council;
- 8) Supervise and train as necessary the staff of the Income Tax Department and the Finance Department, including those responsible for sewer & trash billing;
- 9) Assist consultants in preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP);
- 10) Act in place of the Clerk of Council at Council meetings when the Clerk is unable to attend; and,
- 11) Perform other related duties as assigned by City Council.

### **QUALIFICATIONS**

The Director of Finance should have a strong background in accounting and significant experience in public entity/public sector accounting. At least five (5) years of experience working for or with public entities in a fiscal position is required. A bachelor's degree in accounting or finance, or an associate degree with extensive experience, is preferred.

### **RESIDENCE, SALARY AND BENEFITS**

Ashtabula City residency is preferred, however may be a resident of Ashtabula County or any adjacent county in Ohio (Lake, Geauga or Trumbull). Compliance shall be thirty (30) days from the date of hire or appointment.

The annual salary is competitive and is negotiable depending on qualifications and experience.

The position includes medical insurance, paid vacations and sick leave, and Public Employees Retirement System (OPERS) contributions.