

2022-039

ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources
Erie County Services Center
Second Floor, Room 207
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:
8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Court House
Firelands Campus	
Ohio Business College	
W.S.O.S.	B.V.R.
Health Department	C.A.C.
Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT: Finance

POSITION: FT Finance Manager

POSTING DATE: 8:00 a.m., Monday
April 11, 2022

LOCATION: 2900 Columbus Ave
Sandusky, OH 44870

CLOSING DATE: Until Filled

WORKING HOURS: 8:00a-4:30p Mon-Fri

EFFECTIVE DATE: ASAP

SALARY: \$55,660-85,488/year
Commensurate with experience

Description of the Job:

The Finance Manager manages the financial administration services for all departments under the Board of Erie County Commissioners. They will assist other elected and appointed officials as assigned. They are responsible for following financial, budgetary, debt, and purchasing policies and procedures. The Finance Manager prepares the annual budgets as directed by the County Administrator and the Erie County Board of Commissioners. The Finance Manager receives supervision from the County Administrator and Regional Planning Director.

Essential Functions – Knowledge, Skills and Abilities to be performed (including, but not limited to):

- Knowledge of financial, managerial, and governmental accounting principles, auditing, compliance, and operational practices and procedures.
- Knowledge of governmental structure, budgeting practices, and procedures.
- Skilled in financial statement preparation and financing principles.
- Knowledge of or ability to learn Ohio Revised Code, Uniform Public Securities Law, Ohio's Prevailing Wage Law.
- Knowledge of tax-exempt municipal financing, and purchasing principles.
- Ability to prepare reports and complex cost analyses.
- Ability to organize, prioritize, and coordinate multiple tasks.
- Interpret and apply laws, regulations and policies.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Prepare meaningful, accurate, and concise reports.
- Apply sound financial principles to complex business transactions.
- Analyze resources and prepare recommendations to the County Administrator.
- Maintain confidentiality.
- Communicate effectively.

Budgetary / Fiscal Services Functions:

- Review budgetary modifications prior to Board approval.
- Follow financial, budgetary, debt, and purchasing policies and procedures.
- Prepare recommended changes to the Budget Commission.
- Serve on the Health Insurance Cost Containment Committee.
- Serve on the Community Development Block Grant (CDBG) Revolving Loan Fund Committee.
- Assist Regional Planning Department as needed, included, but not limited to MPO, CHIP, Lead, Neighborhood Stimulus and other community development and transportation grant programs.
- Review and approve purchase order and contract payments for policy compliance.

Debt Administration:

- Manage the County debt structure including debt amortization schedules.
- Plan, develop, and coordinate preparation of Prospectus for issuance of tax-exempt debt.
- Follow debt policies and procedures.
- Review financial advisor and/or investment banking contracts.
- Review debt payments.

Supervisory Role:

- Supervises the Purchasing Coordinator and Budget Analyst in the Finance Office.
- Manages in compliance with local, state, and federal laws and regulations.
- Follows established County policies and procedures.
- Coordinates activities with other departments.
- Communicates effectively with all department employees.

Miscellaneous:

- Ability to preserve the confidentiality of information.
- Complete special projects as assigned or required.
- Pursue career development through meetings, conferences, training seminars, and in-service training.
- Attend meetings and serve on permanent or temporary committees, as requested.
- Perform other related duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Accounting, or Finance.
- Minimum of five (5) years of experience in public sector budgeting and finance.
- At least seven (7) years of private sector progressive financial experience may substitute for public sector experience.
- Valid Driver License is required.

Preferred Qualifications:

- Master's Degree in Business Administration, Accounting, or Finance and/or Certified Public Accountant or GFOA Certified Public Finance Officer designation.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout and eight (8) hour workday
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE