

# City of Aurora

## JOB DESCRIPTION

Job Title: **DIRECTOR OF FINANCE**  
Department: FINANCE  
Reports to: MAYOR  
Class: UNCLASSIFIED – EXEMPT  
Effective Date: APRIL 12, 2022

### GENERAL STATEMENT OF POSITION

As the Chief Fiscal Officer of the City of Aurora (City), the Director of Finance organizes, directs, and manages all financial activities and reports directly to the Mayor. The Director is the custodian of all public money of the City and serves as financial advisor in municipal affairs to the Mayor and City Council. The Director manages a staff of four (4), including the Assistant Director of Finance, Accountant, Payroll Administrator, and Accounts Payable Clerk.

### PRIMARY RESPONSIBILITIES AND DUTIES

- Direct the maintenance of a central accounting system for the City government and its agencies in a manner consistent with established acceptable municipal accounting principles and practices and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.
- Work with the Mayor in the planning, development, and implementation of financial and related policies.
- Interact effectively with elected officials and residents, attending City Council meetings to present budgets, activity reports, open issues and plans for future work. Attend other committee meetings as directed by Mayor.
- Provide the basic documents to implement the disbursement of all City funds in accordance with officially established procedures.
- Monitor and analyze all City appropriations.
- Manage the City's investment and debt portfolios.
- Prepare timely and informative reports, financial statements, cost reports, and statements of receipts and expenditures at regular intervals for use by the Mayor, Council, and other operating officials.
- Direct the approval, audit, and certification of all claims against the City for payrolls, goods, and services.
- Compute and collect assessments for public improvements.
- Compile statements of current operating and capital outlay expenditures in preparing budget estimates; work with the Mayor and department heads in the preparation of the annual budget and its presentation to Council.
- Act as Tax Administrator.
- Keep and maintain records of the activities of the Finance Department.
- Prepare annual report and coordinate work with State Auditors.
- Oversee the procurement, management, and maintenance of the City's property assets, including the analysis and approval processes.

### SPECIALIZED SKILLS AND ABILITIES

- Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures and demonstrated ability to prepare accurate, informative financial reports

- Prior people management experience
- Ability to plan, organize, evaluate, and direct the work of subordinate employees
- Strong leadership and people skills with ability to work well with public, elected officials, and all levels of internal staff
- Solid written and oral communication skills
- Proficient in Microsoft Word and Excel applications, as well as customized municipal accounting, payroll, and income tax software. Prior experience with VIP by Software Solutions and Paylocity is preferred.

## **EXPERIENCE/ EDUCATION**

A Bachelor's degree from an accredited college or university in Accounting, Finance or a related field is required; a Master's degree in Public Administration, Public Finance, or Business Administration and/or Certification in Public Accounting (CPA) are preferred.

A minimum of five (5) to seven (7) years in public sector accounting and finance (preferably municipal) or related work experience; and experience in fund accounting, General Accepted Accounting Principles (GAAP), auditing and internal control procedures, budget systems, fixed assets accounting methods, and investment planning.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel to operate office equipment or controls and reach with hands and arms. The employee frequently is required to sit, stand, and talk or hear. The employee is occasionally required to walk, stoop, kneel, or crouch.

The employee must frequently lift and/or move up to five (5) pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision (corrected or uncorrected), color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **HOW TO APPLY:**

Qualified applicants may submit an application and resume to [popek@AuroraOH.com](mailto:popek@AuroraOH.com)

***Nothing in this job description prevents the City from modifying the duties of this position at its discretion.***

***The City conducts pre-employment screening, which may include drug testing, a criminal background check, verification of work history, academic credentials, licenses, personal references, and certifications. Other screening may be conducted based on the level of responsibility, access, and requirements of the position or department.***

***The City of Aurora is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services.***