



## **City of Ashtabula Job Description**

<b>Position Title:</b>	<b>Assistant Finance Director, non-union</b>
<b>Department:</b>	<b>Finance Regular Hours: 8:00 - 4:30 p.m.; Monday through Friday</b>
<b>Rate of Pay:</b>	<b>Commensurate with experience</b>
<b>Department Supervisor:</b>	<b>Director of Finance</b>
<b>Benefits:</b>	<b>Paid time-off, comprehensive health, dental and vision insurance, defined benefit retirement plan, and other.</b>

### **ABOUT THE CITY OF ASHTABULA**

The City of Ashtabula is located on Lake Erie's coastline, about an hour between Cleveland, Ohio and Erie, Pennsylvania. With approximately 17,975 residents, Ashtabula is the largest city in Ashtabula County. The City's area is 7.6 square miles. There are an abundance of natural resources including multiple parks, the river valley known as the Gulf, the Northshore Trail, the Ashtabula River and Lake Erie. Historic properties and museums provide cultural amenities throughout the City.

The Finance Department's mission within the City of Ashtabula is to demonstrate accountability, transparency, and objectivity while providing quality service to residents and safeguarding the City's assets. We manage financial records in compliance with laws and support operating departments with effective financial planning and reporting. Key functions of the Finance Department include managing sewer and trash billing, handling City Income Tax, preparing financial reports, processing accounts payable and payroll, and ensuring legal compliance. Our team works to provide high-quality support and information to residents and city departments.

For more information and to learn more about our community, please visit the City's website at [www.cityofashtabula.com](http://www.cityofashtabula.com).

### **POSITION SUMMARY**

The role of the Assistant Finance Director is pivotal in the planning, organization, management, and administrative oversight of the finance department's functions and activities. This position encompasses a wide range of responsibilities, including finance and accounting, reporting, treasury management, utility billing, and payroll and income tax administration.

The primary objectives of this role are to facilitate the department's efficient operation, enhance the integrity of its functions, safeguard public funds, and uphold the best practices within the sphere of public finance.

**Major Areas of Responsibility:**

- Accounting & Finance
- Financial Reporting
- Oversight of technical staff
- Capital Assets

**MINIMUM REQUIREMENTS**

1. A bachelor's degree in accounting, business administration, finance or related field from an accredited college or university and at least two years of relevant work experience;
2. An associate's degree in accounting, business administration, finance or related field from an accredited college or university with at least five years of relevant work experience.
3. Or any comparable equivalent combinations of education and/or experience.

**JOB REQUIREMENTS**

The requirements outlined herein represent a subset of the knowledge, skills, and abilities necessary for successful performance in this role. It is important to note that reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

- Considerable knowledge of: modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; office automation and computerized financial applications; and of payroll and accounts payable functions.
- Comprehensive knowledge of the principles and practices of Generally Accepted Accounting Principles (GAAP) and of Government Accounting Standards Board (GASB) pronouncements as they relate to governmental accounting.
- Experience with accounting software and Microsoft Office products.
- Experience with SSI/VIP Financial Software is desirable.
- Ability to deal tactfully, professionally, and courteously with residents, other members of the public, City staff, as well as elected and appointed officials.
- Ability to determine work priorities and accomplish goals within limited periods of time while under pressure.
- Excellent written and verbal communication skills.
- Training will be provided as necessary for motivated candidates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This position involves maintaining consistent and effective communication with the Director of Finance regarding the functions of the finance department, as well as assisting the Finance Director with all aspects of the City's financial operations. The role encompasses performing

complex and significant professional duties and entails taking on responsibilities within some or all of the following functional areas:

- Demonstrating ability to organize and oversee the work of municipal finance staff.
- Gathering, interpreting, and preparing a variety of studies, reports, and related information for decision-making purposes.
- Communicating official plans, policies and procedures to staff and the public.
- Assuring that assigned areas of responsibility are performed within budget; performing cost control activities; monitoring revenues and expenditures to assure sound fiscal control; Assist in preparing annual budget request; assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Help developing financial studies and plans which forecast, estimate, and monitor the financial condition of the City to assure the fiscal well-being of the City.
- Overseeing the computerized financial and management information system of the City.
- Assist in budget preparation and execution, including payroll ordinance preparation.
- Approving expenditures to ensure adherence to appropriations in the absence of the Finance Director.
- Maintaining financial records for all revenues and expenditures; state grants and Ohio Public Works projects; bonds, notes, OWDA, OPWC, economic development loans and other financial record needs.
- Supervising the collection of taxes, fees, contractual agreements, and other receipts in accordance with laws and regulations.
- Reviewing accounts receivable records and performing necessary follow-up on collections.
- Help addressing sewer and water collection concerns.
- Overseeing delinquent sewer and water collection.
- Overseeing accounts payable processing; payroll and employee compensation, including pension reporting.
- Processing records for Workers' Comp claims and OBES requirements.
- Completing all City, County, State, and Federal financial reports.
- Maintaining internal control procedures and assuring that state and national standard accounting procedures are maintained.
- Studying and standardizing procedures to improve efficiency and effectiveness of operations.
- Training and developing financial staff; examining work for exactness, neatness, and conformance to policies and procedures.
- Providing general ledger maintenance and bank reconciliations as well as compiling month-end and year-end reports.
- Performing other related duties as assigned.

### **SPECIAL REQUIREMENTS**

A valid state driver's license or ability to obtain one within three months. Ability to be commissioned as a Notary Public. Must be bondable.

## **WORK ENVIRONMENT**

General office environment: work is generally sedentary in nature but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available. Personnel within the Finance Department have access to confidential and sensitive documents and are expected to maintain the highest confidentiality standards.

## **PHYSICAL DEMANDS**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

## **EQUAL OPPORTUNITY**

The City of Ashtabula is an Equal Opportunity Employer.

## **HOW TO APPLY**

The City of Ashtabula is currently accepting applications for the full-time position of Assistant Finance Director within the Finance Department. Interested candidates are encouraged to submit an application to:

City of Ashtabula Finance Department  
Attn: Vladimir Kan  
4250 Lake Avenue  
Ashtabula, OH 44004

Or electronically to: [FinanceDirector@cityofashtabula.com](mailto:FinanceDirector@cityofashtabula.com)

Applications are being accepted until the position is filled. Applicants are required to possess a valid driver's license and must successfully complete a drug screening and background check. A copy of the job description and application may be requested at Ohio Means Jobs. For further inquiries regarding this position, please contact Carolyn Sheldon or send an email to [csheldon@cityofashtabula.com](mailto:csheldon@cityofashtabula.com).