



## Finance Department **Assistant Finance Director – Transitioning to Finance Director**

Mayor Pamela Bobst

Reports To: Finance Director (Will be Retiring)                      Salary:                      D.O.Q.  
Shift:                      8:30 A.M. to 4:30 P.M. Monday through Friday                      FLSA Status:                      Exempt

### **Position Overview:**

*The city's Finance Director has announced a retirement date and would like to begin the department's transition. The city would like to hire an Assistant Finance Director that will replace the outgoing Finance Director.*

Below is the job duties and expectations of the Finance Director:

Under general supervision of the Mayor, the Director manages the City's finance department. The Director is responsible for the administration and maintenance of all financial records, preparation and monitoring of the City's budget, supervision of the departmental staff, investment of City funds, and financial reporting. The Director serves as the Income Tax Administrator for the City, and as the fiscal officer for the SAFE, Tri-City Councils of Government, and the Wastewater Treatment Plant. The Director uses standard office equipment including, but not limited to, the City's telephone system, computers and calculators, copiers and fax machines. The work is performed in a typical office environment where the employee is not generally exposed to adverse environmental conditions.

### **Duties:**

#### **1. Finance and Budgeting**

**25%**

- Prepares appropriations for council approval \*
  - Receives appropriation requests from each department
  - Reviews the appropriation requests to ensure that all requests meet statutory requirements
  - Compares total of all appropriations with projected revenue and anticipated fund balances for the period of the appropriation requests to ensure that sufficient funds are or will be available
  - Combines all requests into a single document for presentation to Council
  - Prepares permanent appropriation ordinance
  - Responds to questions from council members, city administrators, and the public regarding appropriations
  - Prepares supplemental appropriation ordinances to reflect amendments made by Council

- Certifies availability of funds\*
  - Reviews incoming requests from department heads to ensure requests are within appropriation limits
- Approves invoices for payment \*
  - Reviews vendor invoices
  - Verifies that invoice corresponds to a properly approved purchase order
  - Verifies that invoice does not exceed corresponding purchase order
- Signs all checks issued by the City \*
- Supervises preparation of payroll payments\*
  - Reviews and documents calculations for retroactive education and longevity payments
- Monitors budget compliance for all City departments \*
- Prepares monthly budget reports for council \*
  - Creates format and structure of report; determines how information is presented and organized
  - Compiles and organizes information necessary to prepare report or directs staff to do so
  - Reviews information prepared by staff to ensure accuracy; makes necessary changes or directs staff to revise information
  - Creates graphs, charts and other methods to represent financial data
- Serves as City liaison with State Auditors\*
  - Assembles financial information requested by State Auditors
  - Assists State Auditors in reviewing City records
  - Generates computerized summary reports as requested by the Auditors\*
- Performs month-end and year-end closing \*
  - Generates computerized summary reports of monthly and annual financial activity
  - Reviews end-of-month and year-end reports to verify accuracy
- Attends finance committee meetings of council \*
- Attends regular council meetings and work sessions upon request \*

## **2. Supervisory Functions**

**20%**

- Monitors effectiveness of staffing levels, work assignments and procedures; modifies as needed to maximize efficiency of department's operations\*
- Communicates with and resolves conflicts between employees\*
- Communicates with employees verbally and in writing to disseminate policies/procedures/information\*
  - Writes letters, directives, policies and procedures as needed
- Responds to requests for assistance from Directors regarding various operational problems\*
- Conducts/attends regular meetings with staff and Directors to exchange information and coordinate activities\*
- Performs the duties of all employees in the Finance Department in the employee's absence as needed to maintain internal controls
- Performs other related duties as required \*

### **3. Investment Functions**

**15%**

- Recommends depositories to city council for approval \*
- Reviews format and structure of depository agreements \*
- Supervises deposit of all city funds \*
- Determines amount of funds available for investment \*
- Approves investment purchases when the best rate quote is unclear (ie. two vendors quote equal rates)\*
- Maintains records of pledged collateral for all investments and accounts
- Monitors investment diversification\*
- Reconciles city's investment account balances with monthly statements from depositories \*
- Performs other related duties as required \*

### **4. Financial Reporting Functions**

**25%**

- Prepares various computerized and manual reports including, but not limited to:
  - Annual Comprehensive Financial Report (ACFR)
    - Departmental budget reports for budget meetings with council and department heads
    - Investment reports for council
    - Month-end financial reports
    - State and federal wage reports
    - State and federal tax reports
- Retrieves computer records of data required for reporting \*
- Compiles and organizes information necessary to prepare report or directs staff to do so
- Reviews information prepared by staff to ensure accuracy; makes necessary changes or directs staff to revise information \*
- Identifies and corrects errors in records as needed\*
- Analyzes errors to determine methods that improve record keeping procedures\*
  - Revises record keeping procedures as needed to prevent future errors
  - Provides guidance and training to staff to minimize data entry errors
- Creates graphs, charts and other methods to represent data regarding Court's activities and financial accounting
- Prepares information to present to printer; coordinates efforts as needed to produce final document
- Performs other related duties as required \*

### **5. Income Tax Administration**

**10%**

- Serves as liaison between City the Regional Income Tax Agency (RITA)\*
- Approves all income tax enforcement procedures \*
- Reviews confidential income tax records \*
- Performs other related duties as required \*

## 6. Management Functions

5%

- Attends weekly Directors' meetings with Mayor \*
- Establishes new policies and procedures for department \*
- Certifies all contracts \*
- Maintains file of all original contracts entered into by the City \*
- Attends workshops and continuing education opportunities as needed to maintain required certification \*
- Performs other related duties as required \*

\* *Denotes essential function of the job*

### Minimum Qualifications:

- City of Rocky River Charter, Article IV, Section 3 provides that The Department of Finance shall be administered by a Director of Finance.
- The Director of Finance shall (1) have a Bachelor Degree with a major in Finance or Accounting and shall have no less than five (5) years finance or accounting experience with at least two (2) of such years working in governmental finance or accounting, or (2) be a certified public accountant.
- A valid driver's license

Position will be posted until filled. Applications may be obtained at [http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer