

## **ASSISTANT DIRECTOR OF FINANCE**

POSITION TITLE: Assistant Director of Finance  
DEPARTMENT: Finance  
SALARY: \$28.85 - \$41.35

CLASSIFICATION NO.:  
FLSA STATUS: Exempt  
REPORTS TO: Director of Finance

### **JOB SUMMARY:**

The Assistant Director of Finance shall work at the direction of, and under the supervision of, the Director of Finance. The Assistant Director of Finance shall be hired upon the recommendation of the Director of Finance and approval by the Mayor.

### **ESSENTIAL JOB FUNCTIONS:**

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Assist and Coordinate with the Independent Public Accountants with preparation of Annual GAAP Financial Statements including the preparation and review of work papers.
- Responsible for preparing the annual fixed asset schedules for the Annual GAAP Financial Statements including all additions and deletions.
- Preparation for the City's annual audit. This includes completion of audit preparation work and coordination of annual audit process with independent audit team.
- Assist with Month End/Year End Reconciliation and Close, as needed.
- Oversee bi-weekly and monthly payroll processing to ensure accuracy and compliance with internal policies, laws, ordinances, collective bargaining agreements, and accounting principles.
- Oversee accounts payable and purchasing to ensure accuracy and compliance with financial policies and procedures.
- Assists the Director of Finance in compilation and periodic review of the City's annual fiscal budget.
- Assists the Director of Finance with annual preparation, filings, and appropriate revisions of County reports such as Certificate of Estimated Resources, Annual Tax Budget, Annual Tax Rate Ordinance, etc.
- Process annual 1099 MISC and NEC Forms while maintaining all supporting documentation.
- Completion of all other schedules, reports, etc. deemed necessary by the Director of Finance.
- All other duties as directed by the Director of Finance.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic office methods and procedures. Knowledge of and ability to apply fund accounting, payroll, municipal finance including preparation of sale of notes and/or bonds; knowledge and skill with Generally Accepted Accounting Principles. Intermediate knowledge of computers and computer programs such as Word, Access, PowerPoint, Excel or similar spread sheet programs and programs related to payroll and municipal fund accounting; knowledge of County budgetary process and State of Ohio auditing process; state laws regarding contracting and prevailing wage

application; unemployment laws; able to operate standard office equipment; occupational hazards and standard safety practices; methods and techniques for record keeping; general knowledge of application and interpretation of personnel benefits.

Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

### **QUALIFICATION, TRAINING, AND EXPERIENCE:**

- Required
  - Bachelor's Degree in accounting, finance, or related field.
  - 1 to 3 years related experience in accounting, finance, and/or budgeting
  - Exceptional attention to detail
  - Proficiency with Excel.
  - Ability to work effectively with Finance Department staff, Director of Finance and other City Officials
- Preferred
  - Master's Degree, preferred.
  - 3 to 5 years related experience in governmental/fund accounting, preferred. This includes preparation of GPFS and/or CAFR reports, and assistance with completion of GAAP conversions.
  - Working knowledge of Ohio Revised Code compliance requirements, Yellow Book standards, GAAP procedures and GAGAS requirements preferred.
  - Experience with Munis and ADP software, preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee must have the ability to work safely, to talk and/or hear effectively; walking, standing, sitting, use hands and fingers, handle, feel or operate objects, or controls; and reach with hands and arms. Occasionally required to sit for long periods of time at a computer terminal; to use a computer keyboard for long periods of time; to climb steps, or balance; attend long meetings. Must occasionally lift and/or move up to 10 pounds. The noise level in the work environment is usually quiet in the office.

**TO APPLY:** Applications are available at [www.northroyalton.org](http://www.northroyalton.org) and City Hall, 14600 State Road, North Royalton, OH 44133 between 8:00am and 4:30pm. Completed applications can be dropped off at City Hall or emailed to [hr@northroyalton.org](mailto:hr@northroyalton.org).

**An Equal Opportunity Employer**