



# The City of Garfield Heights

---

JOB TITLE: Finance Director

DEPARTMENT: Finance

REPORTS TO: Mayor

STATUS: Full time, exempt

SALARY: Commensurate upon relevant experience and knowledge

APPLY BY: Open until filled

## **POSITION SUMMARY**

- Prepares and oversees the preparation of the Annual Tax Budget, the Annual Appropriation measure, all major financial reports and subsequent amendments in accordance with the governing laws.
- Monitors city fiscal activity for financial position and trends, including comparing actual revenue with estimated revenue, and comparing actual expenditures with budgeted expenditures.
- Provides fiscal officer certificates for contracts issued by the City, including purchase orders. Assists in the administration of the competitive bidding process and the purchasing function.
- Responsible for management of the city's cash and investments. Oversees depository agreements and collateral in accordance with the Ohio Revised Code.
- Manages and purchases legal investments that will maximize return and minimize risk.
- Ensures that all money due to the city is collected or in the process of collection. This includes all tax revenue, special assessments and other receivables. At times, may have to prepare special assessments.
- Manages the issuance and payments of city debt in accordance with applicable laws.
- Obtains general liability, property, auto and professional liability insurance.
- Works with and assists external auditors with the state required audit. Provides timely documentation, audit evidence and explanations throughout the audit process.
- Consults with staff, other governmental units, and the business community on a variety of financial issues of concern to the city, as well as participating in joint activities and problem solving.
- Participates in most City Council meetings, Finance Committee meetings and other meetings to represent the city's fiscal interests.
- Establishes procedures pursuant to governing the laws for all fiscal activities and transactions to ensure compliance with applicable Federal, State and local laws.
- Solves or participates in solving departmental matters, including, but not limited to, payroll, accounts receivable, accounts payable and inquiries by other governmental agencies.

## **SUPERVISORY RESPONSIBILITIES:**

Fulfills supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending, and training finance department employees; planning, assigning and directing work, coaching, corrective actions, appraising performance, and acknowledgement of good performance.

## **QUALIFICATIONS:**

- Bachelors' Degree or equivalent in Accounting or Finance from a four-year (4) college or university, and eight (5) years of progressively responsible related experience in a municipal, governmental, public accounting or related field; or equivalent combination of education, training and experience. Must be able to maintain annual Treasurer of State certification and comply with the Fiscal Integrity Act in accordance with the Auditor of State guidelines.
- Must be eligible to be bonded by the City.
- Ability to read, and interpret documents such as safety rules, operating and maintenance instruction, general business periodicals, professional journals and technical procedures, or governmental regulations. Ability to draft routine reports and correspondence. Ability to speak effectively.
- Ability to work with governmental financial software packages and proficient with standard software programs, i.e., Excel, MSWord, Outlook, etc.
- Ability to work with mathematical concepts such as spreadsheet formulas, interest, percentages, etc. Ability to apply basic concepts of algebra when needed.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize potentially unsafe conditions and behaviors and correct them in a positive and appropriate manner.
- Must possess a valid State of Ohio driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

Applications are available on the City's website at [www.cityofgarfieldhts.org](http://www.cityofgarfieldhts.org) Department/Human Resources. Forward a completed, signed City employment application, resume and (3) references to [mburke@garfieldhts.org](mailto:mburke@garfieldhts.org) or:

City of Garfield Heights  
Attn: Mayor's Office  
5407 Turney Rd.  
Garfield Heights, Ohio 44125

The City of Garfield Heights is an Equal Opportunity Employer