

## **CITY OF BRECKSVILLE**

### **Job Description**

**Job Title:** Assistant Director of Finance  
**Department:** Finance  
**Reports To:** Finance Director  
**FLSA Status:** Exempt  
**Approved Date:** August 14, 2009

#### **JOB SUMMARY**

Assists in the planning, organizing, administration, and supervision of the work of the Finance Department, develops and installs accounting systems and procedures, and performs a wide variety of professional level accounting, and work related to the financial reporting functions of the City.

#### **CLASS CHARACTERISTICS**

This is a full-time appointed professional classification level that is responsible for assisting the Finance Director with the fiscal affairs of the City. The work is performed under the direct supervision of the Finance Director, but leeway is granted for the exercise of independence and initiative.

#### **ESSENTIAL FUNCTIONS**

Assist the Finance Director in carrying out the functional and operation responsibilities of the department in accordance with sound accounting and financial management principles.

Ensure the accuracy of financial documents in accordance with city, state, and federal laws, and generally accepted accounting principles.

Assist in the preparation of financial reports requested by City Council, Mayor, and other stakeholders.

Assist in maintaining City portfolio, including purchase and sale of investments.

Assist in monitoring debt and preparing annual information filing.

Track construction projects including payments and receipts of external funding.

Monitor and evaluate economic development compliance reporting.

Assist in the preparation of annual budget and transfer ordinances.

Reconcile City bank accounts on monthly basis.

Balance monthly reports and prepare statements for month-end and year-end closings.

Prepare quarterly financial analysis statements.

Serves as a liaison with the Office of the State Auditor and City staff in order to ensure accurate and consistent data gathering for the annual audit process.

Assist with and assemble reports for the Annual Comprehensive Financial Report (ACFR).

Assist with generation and maintenance of City policies and procedures.

Monitor City grants and prepare necessary reports.

Perform internal audits as assigned and prepare reports outlining findings and make recommendations accordingly.

Use and monitor on-line banking systems and maintain professional relationships with bank representatives.

Record monies received by the Finance Department from internal and external sources.

Backup for processing bi-weekly and monthly payrolls and all related payroll taxes, pension plans, and other benefit or deduction payments.

Acts for the Finance Director during absences and as directed, performs other duties as may be assigned.

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

Thorough knowledge of municipal financial practices and procedures, management and accounting practices and principles, thorough knowledge of internal control objectives and techniques, ability to follow and/or prepare complex oral and written procedures, ability to use personal computer applications, above average interpersonal communication skills, skills and the abilities in written and oral communication sufficient to handle sensitive projects and problems, develop strong working relationships with diverse groups, and communicate technical concepts to lay persons. Must be able to maintain strict confidentiality in performing the duties and demonstrate sound work ethics, respectfulness, and flexibility.

### **PHYSICAL DEMANDS**

Typically sit at desk or table, regularly walk, stand or stoop, occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds, regularly use tools or equipment requiring a high degree of dexterity, and work for sustained periods of time maintaining concentrated attention to detail.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

Work is performed in an office setting or other environmentally controlled room and work occasionally exposes incumbent to angry or otherwise upset individuals.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's level degree in finance or accounting. Experience in financial operations with government, designation as Certified Public Accounting (CPA), or Master's in Business Administration (MBA) is preferred, but not required.

### **MISCELLANEOUS**

This description lists the major duties and requirements to the job and is not all-inclusive. Incumbent may be expected to perform job related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**INTERESTED CANDIDATES**

Interested candidates must submit current resume and 3-5 professional (non-personal) references to Laura Starosta, Director of Finance, City of Brecksville, 9069 Brecksville Road, Brecksville, Ohio 44141. Apply by email to [lstarosta@brecksville.oh.us](mailto:lstarosta@brecksville.oh.us), subject: 'Assistant Director of Finance'. This position will remain open until filled.