

# NOTICE OF VACANCY

NOTICE IS HEREBY GIVEN THAT THE DEPARTMENT OF HUMAN RESOURCES WILL RECEIVE LETTERS OF INTEREST FROM EMPLOYEES INTERESTED IN THE FOLLOWING UNCLASSIFIED/NON-BARGAINING POSITION. THIS POSITION WILL BE PUBLICLY ADVERTISED AS WELL.

**CLASSIFICATION: ASSISTANT FINANCE DIRECTOR**

**DEPARTMENT: FINANCE**

**DIVISION:**

**NO. OF POSITIONS: ONE (1) FULL TIME**

## About the Position

Under general direction, assists the Director of Finance in overseeing and administering the operations of the City Finance Department including but not limited to annual budget preparation and review, coordination of external audit, preparation of the Annual Comprehensive Financial Report (ACFR), and supervision of departmental staff.

## Qualifications

Bachelor's degree in accounting or other related discipline, plus a minimum of two (2) years experience in state or local government finance. The City will consider applicants who possess an equivalent combination of training and/or experience.

## ESSENTIAL JOB FUNCTIONS

- 20% 1. Responsible for preparing all major financial reports and legislation for annual appropriations, capital appropriations and supplemental appropriations, annual tax budget, Five-Year Capital Improvement Plan (CIP), etc. (e.g., monitor and prepare city financial data related to annual revenue collection; ensure expenditures are in accordance with local, county, and state laws; drafts legislation; services as a liaison to all departments regarding appropriations and financial matters; reconciles bank accounts; attends meetings; ensures compliance with Generally Accepted Accounting Principles [GAAP]; etc.).
- 15% 2. Supervises Payroll Clerk, Accounts Payable/Receivable Clerk (e.g., reviews clerks work for accuracy and legal compliance; approves employee leave requests of employees and timesheets; prepares performance evaluations; resolves work-related issues; conducts training; ensures adherence to applicable policies and procedures; etc.).
- 44% 3. Performs other duties related to the operation of the Finance Department (e.g., responds to inquiries from employees, department heads, City Council, the Mayor, vendors, contractors, and state and county agencies etc.; conducts studies and analysis of City activities; prepares correspondence to county, state, and federal agencies; participates in administration of competitive bidding process; provides support to City staff regarding compliance with financial rules, laws, and regulations; maintains the City's accounting system; etc.).
- 15% 4. Assists with preparation of the annual audit of the City's financial reports and Annual Comprehensive Financial Reporting (ACFR) (e.g., serves as primary contact coordinating the City's annual audit; prepares, maintains, and provides City records for examination in accordance with GAAP; and collaborates with division and department heads to prepare and maintain inventories of supplies, as well as minor and major fixed assets; etc.).
- 5% 5. Oversees the annual renewal of City's general, property, auto and professional liability insurance coverage policies (e.g., prepares annual applications; compiles detailed reports of City-wide practices,

policies, activities, and assets for renewal coverage; receives and responds to inquiries for insurance claims made by the City or against the City; assists department heads with developing policies and procedures to ensure compliance with insurance requirements; etc.).

- 1%    6.    Calculates all special assessments for reimbursement to the City (e.g., staying informed of applicable local laws; charges fees to property owners via tax bill; communicates with residents regarding assessment details; communicates with others regarding assessments owed at time of sale of property; etc.)
7.    In absence of Director of Finance oversees the day-to-day operations of the Finance Department; serves as departmental liaison as needed and represents the City's financial interests at City Council meetings, Finance Committee meetings and other related meetings.
8.    Demonstrates regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITIES: (\*indicates developed after employment).**

**Knowledge:** department practices and procedures;\* office practices and procedures; personnel rules and regulations;\* city government structure and process; municipal finance and accounting; budgeting, appropriation, and cash management; public fund investments and related laws; budget and tax laws; City ordinances;\* Microsoft Office Products; UKG; Software Solutions/VIP; Software Solutions/Analytics; Ohio Revised Code.

**Skill in:** operation of personal computer and the use of job-related software; use of modern office equipment; identifying and researching issues; basic math; maintain open communication.

**Ability to:** carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; compile and prepare reports; select most qualified applicant according to specifications for referral; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints.

**Compensation and Benefits**

The Assistant Finance Director pay grade range is \$77,688 to \$116,522.

**APPLICATION**

Interested and qualified employees must submit a resume with a cover letter or letter of interest to the attention of Pam Serina, Human Resources Manager during the posting period indicated below.

**POSTING DATE:**        **Thursday, July 17, 2025**

**REMOVAL DATE:**       **Friday, August 1, 2025**

***Equal Opportunity Employer***

*The City of Green is proud to be an equal opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, gender identity, veteran status, disability status, genetic information, non-disqualifying physical or mental disability, or any other basis covered by appropriate law. We will provide accommodations during the recruitment process upon request.*