

# City of Streetsboro



## JOB POSTING

Deadline: Until Filled

JOB TITLE:	FINANCE DIRECTOR
DEPARTMENT:	FINANCE
IMMEDIATE SUPERVISOR:	MAYOR
STATUS:	FULL-TIME EXEMPT, UNCLASSIFIED
COMPENSATION:	\$75,000.00 - \$102,357.00/Annual

### **POSITION SUMMARY**

- Prepares/ 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.
- Oversees the competitive bidding process and the purchasing function. Helps execute and is party to all purchase contracts issued by the city, including purchase orders.
- Responsible for the 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, enterprise billings 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 assist auditors with the state required audit. Provides documentation, audit evidence and explanations to them during the course of their audit.
- Consults with staff, government, 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 all City Council meetings, Finance Committee meetings and other meetings to represent the city's financial interests.
- Establishes procedures pursuant to governing laws for all fiscal activities and transactions to ensure compliance with applicable Federal, State and Local Laws.
- Solves or participate in the solving of Finance Department problems. This includes payroll, utility billing, accounts receivable, accounts payable and inquiries by other governmental agencies.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning and directing work; appraising performance; reward and discipline of employees; addressing complaints and resolving problems.

### **Department of Human Resources**

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

[www.cityofstreetsboro.com](http://www.cityofstreetsboro.com)

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**QUALIFICATION:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Bachelor's Degree or equivalent in Accounting or Finance from a four-year (4) college or university, and eight (8) years of progressively responsible related experience in a municipal/public accounting position and/or training; or equivalent combination of education and experience. Must be able to maintain annual Treasurer of State certification.
- 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 write routine reports and correspondence. Ability to speak effectively.
- Ability to work with mathematical concepts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete 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.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, resume, and (3) references to [Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com) or:

City of Streetsboro  
Human Resources Dept.  
9184 S.R. 43  
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

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