

**ERIE COUNTY**  
**JOB POSTING #2021-048**

**POSITION:** FT Director of Finance

**DEPARTMENT:** Finance

**SALARY:** \$63,939-\$102,502/year  
Depending on experience

**POSTING DATE:** 8:00 a.m., August 16, 2021

**CLOSING DATE:** 4:30 p.m., Ongoing-Until Filled

**MINIMUM REQUIREMENTS**

Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration or related field and a minimum of ten (10) years progressive experience in public sector budgeting and finance. At least twelve (12) years of private sector progressive financial experience may substitute for public sector experience. Valid driver's license is required.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

**Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department. Applications accepted until position is filled.  
EOE/AA/ADA**

Approved for Content Martina Wilson 08/11/21

Approved for Posting J.S. CPA 8/12/21

2021-048

**ERIE COUNTY JOB OPENING ANNOUNCEMENT**

Where Applications Taken:

Erie County Human Resources  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Court House
Firelands Campus	
Ohio Business College	
W.S.O.S.	B.V.R.
Health Department	C.A.C.
Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

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**ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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**DEPARTMENT: Finance**

**POSITION: FT Director of Finance**

**POSTING DATE:** 8:00 a.m., Monday  
August 16, 2021

**LOCATION:** 2900 Columbus Ave  
Sandusky, OH 44870

**CLOSING DATE:** 4:30 p.m., Friday  
Until Filled

**WORKING HOURS:** 8:00a-4:30p Mon-Fri

**EFFECTIVE DATE:** ASAP

**SALARY:** \$63,939-\$102,502/year  
Depending on experience

Description of the Job:

The Director of Finance manages and directs the financial administration services for all departments under the Board of Erie County Commissioners. Assists other elected and appointed officials as assigned. Responsible for the formulation of financial, budgetary, debt and purchasing policies and procedures. The Finance Director supervises the preparation of the annual budgets as directed by the County Administrator and the Erie County Board of Commissioners. The Finance Director receives administrative supervision from the County Administrator.

Knowledge and Skills/Abilities and Essential Functions (including but not limited to):

- Knowledge of financial, managerial and governmental accounting principles, practices and procedures.
- Knowledge of financial, compliance and operational auditing principles and practices.
- Knowledge of governmental budgeting practices and procedures.
- Knowledge of financial forecasting principles and methods.

Knowledge and Skills/Abilities and Essential Functions (including but not limited to): (Continued)

- Knowledge of cash, accrual, cost and fund accounting systems.
- Knowledge of financial statement preparation, analysis and interpretation.
- Knowledge of financing principles, practices and procedures.
- Knowledge of Ohio Revised Code and Uniform Public Securities law.
- Knowledge of tax-exempt municipal financing practices and procedures.
- Knowledge of purchasing principles, practices and procedures.
- Knowledge of construction projects and Ohio's Prevailing Wage law.
- Knowledge of report preparation requirements and complex cost analysis methods.
- Knowledge of governmental structure and process.
- Knowledge of training methods, techniques, common office practice and procedures.
- Knowledge of basic business computer hardware and software.
- Organize, prioritize and coordinate multiple tasks.
- Maintains confidentiality.
- Identify needs and develop policies and procedures.
- Interpret and apply laws, regulations and policies.
- Define problems, collect data, establish facts and draw valid conclusions.
- Perform complex mathematical computations.
- Analyze resources and prepare recommendations.
- Develop and maintain effective working relationships with elected and appointed officials, the general public, and co-workers.
- Communicate effectively both orally and in writing.
- Prepare meaningful, accurate and concise reports.
- Plan, design and perform a variety of audits and provide results.
- Gather, collate information and perform statistical analyses.
- Apply sound financial principles to complex business transactions.
- Plan, design and implement subsidiary accounting systems.
- May be required to respond to emergencies and/or work a flexible schedule, and may be required to travel within and outside the County to perform job duties.

Budgetary/Fiscal Services:

- Direct and coordinate the financial operations under the jurisdiction of the County Commissioners.
- Provide assistance and support to Elected and Appointed Officials, Boards and Commissions as requested.
- Determines needed services and plans assignments.
- Provide financial consulting and opinions on complex transactions.
- Develop and supervise the preparation of the County preliminary and annual budgets.
- Conduct budget hearings for all departments.
- Evaluate policy compliance of budget submittals.
- Analyze and present the final budget legislation.
- Review budgetary modifications prior to Board approval.
- Formulate and evaluate financial, budgetary, debt and purchasing policies and procedures.
- Prepare recommended changes to Budget Commission.
- Develop, prepare, analyze and interpret long range financial forecasts.
- Make responses to independent financial audit concerns and legal compliance citations.
- Serves on Health Insurance Cost Containment Committee.
- Serves on CDBG Revolving Loan Fund Committee.
- Review and approve purchase order and contract payments for policy compliance.
- Serves as Prevailing Wage Coordinator for the County.

Debt Administration:

- Manages the County's debt structure.
- Develop debt amortization schedules for all types of issues.
- Calculate and prepare direct and indirect legal debt limitations.
- Evaluate project financing to recommend proper issue type and size.
- Plan, develop and coordinate preparation of Prospectus for issuance of tax-exempt debt.
- Prepare project purposes and descriptions.
- Review project costs to determine final amounts financed.
- Coordinate sales with bond counsel, financial advisor, underwriter, paying agent, and rating agency.
- Conduct presentation and review of financial status for credit ratings in the market.
- Receive, evaluate and recommend competitive bids or negotiate closed sales.
- Plan, develop and maintain debt policies and procedures.
- Plan, review and recommend financial advisor and/or investment banking contracts.
- Develop, recommend and prepare internal financing agreements.
- Review, prepare and approve debt payments.

Supervisor Responsibilities:

- Supervises the Assistant Finance Director, DOES Assistant Finance Director, and DOES Accountant Billing Office Manager positions
- Responsible for activities of Finance Department.
- Manages in compliance with established County policies and procedures.
- Manages in compliance with local, state, and federal laws and regulations.
- Supervises assigned personnel; interviews job candidates, recommends new hires, terminations and disciplines; evaluates performance and develops each employee to their full potential.
- Coordinates activities with other departments.
- Assigns work, monitors and ensures compliance with policies and procedures.
- Reviews employee time sheets and authorizes overtime and leave requests.
- Ensures the orientation, development and training of assigned personnel.
- Formulates and develops plans, policies, procedures, goals, objectives and regulations necessary to achieve an effective level of organizational performance within the department.
- Ensures communication of information to all department employees.

Miscellaneous:

- Complete special projects as assigned or required.
- Maintain statistics and prepare accurate reports, as needed.
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
- Attend meetings and serve on permanent and temporary committees, as requested.
- Perform additional duties and assignments, as required.

Minimum Qualifications:

- Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration or related field and a minimum of ten (10) years progressive experience in public sector budgeting and finance.
- At least twelve (12) years of private sector progressive financial experience may substitute for public sector experience.
- Valid driver's license is required.

Preferred Qualifications:

- Master's Degree in Business Administration, Accounting, Finance or Public Administration and/or Certified
- Public Accountant or GFOA Certified Public Finance Officer designation.
- Minimum of ten (10) years progressive experience in public sector budgeting and finance.
- Erie County Residents preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**