

City of Youngstown  
**FINANCE DIRECTOR**

Position #4320  
Annual Salary: \$83,949  
Approx. Annual Budget: \$2.3 million  
Approx. Number of Employees: 25

**JOB SUMMARY**

Under the Direction of the Mayor, plans, organizes, and directs the City's Finance Department including financial planning, financial operations (treasury, accounting, financial reporting, payroll and procurement); risk management; debt management; and facility planning; Oversees all staff of the Finance Department, either directly or indirectly through supervisors.

Provides recommendations to the Mayor and City Council for strategic direction of fiscal policy matters to maintain and enhance the financial health of the City. Assure the efficient and effective utilization of department funds, personnel, materials, facilities and time. The incumbent provides technical advice and service to other departments as appropriate.

Serves as senior financial advisor to city officials as to the ongoing and overall financial condition of the City; Responsible for overall financial compliance with local, state, and federal regulations. Serves as a member of the Board of Control and participates in labor negotiations and the recommendation of strategic direction for the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and oversees the Finance Department of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed
- Assures a staff capable of providing services to maintain all Finance Department operations by providing managerial leadership and supervision to subordinates; recommends staff for hire, provides training and evaluates performance; offers technical assistance to staff on more complex problems; oversees departmental personnel practices, reviews and approves disciplinary decisions of subordinate managers/staff; provides staff development in areas of functional specialization
- Oversees, motivates and evaluates Finance staff to help: (1) achieve their individual goals; (2) collectively achieve their department's mission; and (3) foster leadership development throughout the department
- Establishes and maintains a working environment conducive to positive morale, quality, creativity, and teamwork
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Develops and implements internal policies, procedures and standards; assures compliance with established policies and procedures; appraises efficiency and effectiveness and takes necessary actions to improve operations
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time

- Directs the maintenance and operation of the general accounting system of the City and its departments, offices and agencies
- Keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all Departments of the City
- Performs all municipal functions and duties relating to the preparation, auditing, presenting and disbursement of claims and demands against the City, including payrolls; Manages major contracts for auditing, accounting, consulting, investment, insurance, etc.
- Assists the Mayor in developing City fiscal policy; recommends and approves City-wide financial policies
- Prepares and presents to the City Council, through the Mayor, an annual statement and report of the financial condition of the City and other required financial reports
- Administers the City's business license ordinance
- Establishes policies for and monitors all investment activities for the City's investment portfolio
- Supervises the central collecting agency for all monies due the City
- Oversees internal and external City audits such as those involving businesses collecting taxes for the City
- Assures efficiency in treasury management to maximize monetary potential in relations to interest earning and cash flow, by performing cost control activities. Determines appropriate actions and provides direction to banks regarding investments. Assures that all monies due the City and accounts payable are processed in a timely manner
- Oversees finance system replacement and/or enhancements
- Serves as the City's representative to local, state, regional and community committees and organizations
- Serves as a member of senior management on task forces and committees participating in strategic planning efforts, and addressing City-wide policy and management issues
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department and the City
- Assures the proper preparation of the City's annual budget document including capital budget by accumulating data, analyzing and monitoring compliance by other departments to approved budgets, and reporting the results; Justifies budget requests and amendments
- Assures that accounting and reporting systems are accurate and in compliance with City, state and federal regulations. Oversees the services of the records management system and information delivery. Assures preparation of periodic and special financial reports

- Assures adequate and properly coordinated data processing services both internally and externally to other departments. Reviews existing systems and develops, recommends and implements improvements to the macro and micro systems.
- Forecasts, estimates, and monitors the financial activities of the City and assures the solvency of City's finances to meet existing bonded debt service for local improvement districts, general obligation bonds, and revenue bonds. Maintains adequate support for utility billing and utility accounting functions. Interacts with external financial agencies and provides financial information to City officials, bond council, financial consultants, etc.
- Drafts new or amending City ordinances as applicable for consideration by the City Council
- Presents issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the council
- Provides leadership and direction in the development of short and long range plans; coordinates departmental activities with other departments and agencies as needed to assure unified progress towards City objectives
- Provides ongoing financial advice to the Mayor, City Council, and department heads; through direct consultation and written legal opinions; drafts, reviews, interprets, and comments on legislation, policies/procedures
- As member of City's Board of Control, (in a collaborative, supportive, and customer-service oriented manner), attend and participate in financial, regional, and state-wide committees and professional organizations, providing input and financial advice on various issues as appropriate
- Participate in decisions related to general City policies, operations, budget preparation, fiscal management, and supervisory functions
- Attend regular and special City Council sessions; participate in meetings and conferences with other City boards, commissions, committees, administrative officers and staff personnel; provide financial advice as required
- Operate office equipment (i.e. personal computer, copier, fax machine, calculator)
- Perform related duties as assigned by the Mayor

## **OTHER JOB DUTIES**

- Assures the financial wellbeing of all departments by performing cost control activities; assures the efficient and economical use of departmental funds, personnel, materials facilities and time. Assures that citizen complaints regarding any departmental activity are investigated and resolved
- Provides advice and counsel to Mayor and implements Mayor's directives; makes presentations to City Council, commissions and citizen groups; serves as staff to Council committees as needed; works with other departments on matters of mutual concern and to accomplish departmental objectives
- Take an active role in community relations and be willing to devote time to establish a positive and responsible City government; Identify other appropriate opportunities to accomplish the City's goals and objective
- Commitment to public service, municipal management and the ICMA Code of Ethics

## **KNOWLEDGE, SKILLS, & ABILITIES**

### **KNOWLEDGE OF:**

- Municipal accounting and auditing including enterprise funds; Considerable knowledge of Generally Accepted Auditing Standards (GAAS) and of Generally Accepted Accounting Principles (GAAP)
- Thorough knowledge of principles and practices of municipal administration, ordinances, statutes and other legal processes
- Thorough knowledge of applicable federal and state laws and regulations of financial reporting methods
- Statistical methods and economic principles
- Financial system design and analysis
- The principles of supervision and management, including participative management; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, disciplining staff and processing grievances.
- City's political environment and sensitivities, with the ability to function effectively within that environment
- Considerable knowledge of personal computers including word processing and spreadsheet applications

### **ABILITY TO:**

- Apply sound administrative and fiscal practices
- Prepare accounting/financial data projections
- Develop manual and computerized financial systems
- Communicate complex financial information orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner
- Prepare and direct preparation of comprehensive reports, budgets, departmental materials and correspondence; develop and monitor work procedures and budget guidelines
- Establish and maintain effective working relationships with elected officials, department heads; other employees and the general public
- Identify emerging issues; anticipate and resolve problems before a crisis ensues; develop and implement new approaches and/or refining the department's organizational structure to generate desired results as efficiently as possible
- Resolve conflicts and gain cooperation among conflicting groups; develop a team approach to problem solving with City staff and Council
- Establish and maintain effective working relationships with employees, City officials, the court system, and the general public
- Train, supervise and evaluate personnel
- Oversee and direct diversified programs and activities within the Legal Department

- Regulate the control of employees, expenditures and equipment for efficient and effective use
- Meet schedules and time lines; plan and organize work
- Work courteously and tactfully with customers and employees
- Understand local, county and state government and has working knowledge of local government funds (LGF)

## **EDUCATION AND EXPERIENCE**

- Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or closely related field; related Master's degree/CPA is preferred
- Ten or more years of progressively responsible related experience, including at least 5 years of supervisory experience; Experience in a position of comparable scope and size to the City of Youngstown highly desirable
- Experience dealing in the public & private capital markets
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

## **LICENSES AND OTHER REQUIREMENTS**

- Must be bondable
- Valid Ohio State driver's license

**The duties, knowledge, skills, and ab/I/ties listed above are intended only as Illustrations of what may be needed to adequately fulfill/ the requirements of the position. The omission of specific statements of duties, knowledge, ski/&, or abilities does not necessarily exclude them from the position IF the work is similar, related or a /logical/ assignments to the position.**