



CITY OF DUBLIN
invites applications for the position of:

Deputy Director of Finance

SALARY: \$84,200.00 - \$112,200.00 Annually

OPENING DATE: 06/20/18

CLOSING DATE: 07/01/18 11:59 PM

DESCRIPTION:

Primary Focus

Oversees day-to-day operations of the Department of Finance and collaborates with the Director of Finance regarding the implementation of high-level, high-priority projects. Serves as Director of Finance in Finance Director's absence.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

Supervisory Responsibilities

Supervises Budget Manager, Financial Analyst, Payroll Specialists, and Accounting Specialists.

EXAMPLES OF DUTIES:

Essential Functions

Oversees the day-to-day operations of funding accounting, accounts payable, payroll, and budget functions within the Department of Finance; provides guidance and solutions for complex issues and questions related to these functions.

Implements procedures and manages work flow in a manner that complements the goals and objectives of the Director of Finance; Develops departmental policies and procedures.

Serves as Director of Finance in Finance Director's absence; ensures efficient and effective operation of Finance Department; responds to questions/issues from employees, citizens, Council Members.

Assists the Director of Finance and Budget Manager in the preparation of the five-year Capital Improvements (CIP) and the annual Operating Budget.

Assists in developing departmental best practices based on best practices in the public sector.

Assists with the administration of the City's economic development agreements (EDA's) and tax increment financing (TIF); prepares annual reports for submittal to State of Ohio or other reporting entities; conducts annual Tax Incentive Review Council Meeting; collaborates with the Director of Taxation to determine performance incentive payments to be made in accordance with executed EDA's.

Ensures the timely completion of all monthly, quarterly, and annual reports to all

regulatory agencies, including the Internal Revenue Service (IRS), State of Ohio, and pension funds.

Assists with the month-end and year-end closing routine in coordination with all members of the Finance Department.

Assists in the creation of City Council reports and legislation; presents reports and legislation to City Council; prepares reports and correspondence to City employees, the press and other individuals as necessary.

Works with the Director of Finance in the administration of the City's outstanding debt and the issuance of future debt, including preparation of the Official Statement and presentations to rating agencies.

Performs other related duties as assigned

QUALIFICATIONS:

Minimum Qualifications

Bachelor's Degree in Accounting, Finance, or other relevant field (Master's Degree in Accounting, Finance, Public Administration or other relevant field preferred) and extensive governmental accounting/finance experience, including considerable supervisory experience, or other equivalent combination of education and experience.

Comprehensive knowledge of accounting theory, principles, practices, and methods.

Comprehensive knowledge of fund accounting principles, concepts and practices.

Comprehensive knowledge of governmental Generally Accepted Accounting Principles (GAAP).

Comprehensive knowledge of auditing principles, concepts, and practices.

Comprehensive knowledge of budgeting concepts, principles, practices and methods.

Comprehensive knowledge of Federal and State financial reporting requirements.

Thorough knowledge of operating and capital budget preparation, program evaluation, statistical methods, and financial research techniques.

Thorough knowledge of the public policy aspects of local government.

Thorough knowledge of computer and data processing technology related to financial, budget, accounting, and auditing utilizations.

Thorough knowledge of financial office practices and procedures.

Thorough knowledge of management concepts, principles, and practices.

Thorough knowledge of supervisory concepts, principles, and practices.

Considerable knowledge of team-oriented, collaborative, participatory leadership concepts, principles, practices, and methods.

Considerable knowledge of business arithmetic and statistical preparation used in compiling financial reports.

Knowledge of Microsoft Office with the ability to extensively utilize Microsoft Excel.

Exceptional teamwork and collaboration skills.

Excellent written and verbal communication skills.

Ability to oversee and coordinate budgetary and fiscal projects and programs.

Ability to develop budget and fiscal control systems.

Physical Requirements

Ability to move about the inside of an office space to access file cabinets and office equipment.

Constantly operate a computer and other office machinery, such as a copier, fax machine, mobile device, shredder, scanner, etc.

Must be able to remain in stationary position at workstation throughout scheduled workday.

Ability to exchange information with co-workers and citizens through use of email system, the telephone, and in-person interactions.

Ability to occasionally lift and move objects weighing up to 20 lbs.

Ability to move objects weighing over 20 lbs. with the help of equipment/devices, on an infrequent basis.

Ability to enter data into computer system in a sustained manner.

Special Requirements

Valid Driver's license.

Other Requirements

Demonstration of the following established core values: Integrity, Respect, Communication, Teamwork, Accountability, Positive Attitude, and Dedication to Service.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies/procedures.

CORE COMPETENCIES:

Core Competencies

Decision Quality: Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

Functional/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Interpersonal Savvy: Relates well to all kinds of people-up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Strategic Agility: See ahead clearly; can anticipate future consequences and trends

accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Directing Others: Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with others on work and results; brings out the best in people; is a clear communicator.

Command Skills: Relishes leading; takes unpopular stands if necessary; encourages direct and tough debate but isn't afraid to end it and move on; is looked to for direction in a crisis; faces adversity head-on; energized by tough challenges.

Managerial Courage: Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

Drive for Results: Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Political Savvy: Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.

Organizational Agility: Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.

Motivating Others: Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.

Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Managing Vision and Purpose: Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

Understanding Others: Understands why groups do what they do; picks up the sense of the group in terms of positions, intentions, and needs; what they value and how to motivate them; can predict what groups will do across different situations.

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.dublinohiousa.gov>

Position #00520
DEPUTY DIRECTOR OF FINANCE
KR

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