

## VILLAGE OF HIGHLAND HILLS

### JOB POSTING

**POSITION TITLE:** Finance Director

**CLASSIFICATION NO.:**

**DEPARTMENT:** Finance

**PAY RANGE:** TBD

**FT/PT Status:** FT

**REPORTS TO:** Mayor

#### **JOB SUMMARY:**

The Director of Finance is appointed by the Mayor with the approval of a majority of the members of Council and serves at the pleasure of the Mayor. Compensation shall be fixed by Council ordinance. Term shall be concurrent with the term of the Mayor, or until his/her successor is appointed and qualified.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.**

- Serves as the Chief Fiscal Officer of the Village;
- Keeps the books of the Village;
- Exhibit accurate statements of all moneys received and expended and of all property owned by the Village and the income derived therefrom, and of all taxes and assessments;
- Keep an accurate account of all moneys, taxes and assessments due to and all receipts and disbursements made by the Village, and of all appropriations made by Council and present these accounts to the Council no less than quarterly;
- Shall receive and account for all moneys due or belonging to the Village;
- Custodian of all Village funds;
- Disburse the Village's funds on the order of any person authorized by ordinance or resolution of Council to issue orders therefore and subject to any further conditions which Council may, by ordinance or resolution, prescribe;
- Shall authenticate all records, documents and instruments of the Village on which authentication is properly required by law and may delegate such authority to department directors or their staff;
- Supervision and review of Finance Department staff;
- Annual conversion of Village's cash basis accounting records to GAAP basis records in accordance with GAGAS and Ohio Revised Code Compliance Guide requirements. This includes the creation and maintenance of individual fund working trial balances;
- Preparation, review of all workpapers required to perform the GAAP conversion;
- Timely preparation and filing of any or all county or state required financial reports;

- Supervision and control of the Village investment policy and any and all investments subject to further reporting and review of Village Council's Finance Committee;
- Submits an annual Capital Improvements Budget;
- Supervises Finance Department personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns, and problems; recommends personnel actions including selection, promotion, transfer, discipline or discharge in his/her department.
- Consults with the Mayor and Council on Village finances;
- Provides timely finance reports for the Mayor's office, Council and all Directors;
- Provides timely finance reports for the Mayor's office, Council and all Directors;
- serves as a member of the Human Resource System Committee and Village Records Commission;
- Attends all Council meetings and Council committee meetings;
- provides economic development support.
- Shall perform all other duties required by this Charter or by ordinance or resolution of Council

**Desirable Training and Experience Required:**

The Director of Finance shall be a graduate of an accredited college, with a Bachelor's degree in accounting or finance, and shall possess not less than five years experience demonstrating progressive responsibilities in at least one of the two following alternatives:

- (1) Five years practicing in the field of fund or not-for-profit accounting; or
- (2) Two years practicing in the field of public accounting and three years practicing in the field of fund or not-for-profit accounting.
- (3) Candidate need not be a resident of Highland Hills.
- (4) Experience in preparation of GPFS and/or CAFR reports, and completion of GAAP conversions.

**Minimum Physical and Mental Qualifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands; reach with hands and arms.

This position may need to push, lift and/or move light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate

**Posting dates: November 5, 2018 through November 12, 2018 open until filled.**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.*