CITY of NEWTON FALLS

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Finance Director
Dept.:	Finance	**Employment Status:**	Full-Time, Appointed
Reports to:	City Manager	**FLSA Status/Pay:**	Exempt
Normal Hours:	40 Hours Per Week	**Civil Service Status:**	Unclassified

GENERAL DESCRIPTION:

Under general direction of the City Manager, the Finance Director serves as the chief fiscal officer of the City and directs all financial affairs of the municipality. Advises the City Manager and City Council on financial matters and ensures compliance with applicable laws, regulations, and accounting standards. Plans, organizes, coordinates and directs the City's Finances, income tax collections, Human Resources, and compliance work ensuring competence in accordance with the City of Newton Falls applicable laws.

QUALIFICATIONS: **Acceptable qualifications**:

Possession of a Bachelor's degree with major course work in Finance, Public Administration, Accounting and/or Business or related field; three (3) years of related experience, three (3) years of progressively responsible finance experience and two (2) years of supervisory experience required; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Senior municipal management experience preferred. Master degree, Public Administration, CPA, or Ohio Public Finance Officer certification preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Drivers License and ability to be bonded required;
Ohio Certified Public Manager, CPA, or Ohio Public Finance Officer certification preferred.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive:**

Calculator, computer, fax machine, copier, scanner, telephone, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts 20 pounds of force occasionally, and/or 10 pounds of force frequently; occasionally lifts objects 25 pounds or less; occasionally carries objects 25 pounds or less; occasionally pushes objects 25 pounds or less; occasionally pulls objects 25 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Employee Name: **Position Title:** **Finance Director**

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: **For purposes of 42 USC 12101:**

25% 1. Responsible for the day-to-day administration and operation of the Finance Department; supervises and directs the activities of departmental personnel; administers the City's accounting, financial management and human resources functions; develops and implements policies and procedures in accordance with the City of Newton Falls Charter, Codified Ordinances, applicable provisions of the Ohio Revised Code, and accepted governmental accounting standards; prepares and recommends the Department's annual operating budget and capital budget requests.

15% 2. Prepares, administers, and monitors the City's annual operating and capital budgets; develops revenue and expenditure forecasts, financial projections, appropriation measures, and long-range financial plans; analyzes financial trends and economic conditions; recommends fiscal policies and corrective actions to ensure the City's short-term and long-term financial stability and compliance with applicable budgetary laws and regulations.

15% 3. Oversees and administers the City's treasury operations, including cash management, banking relationships, investments, payroll, accounts payable, accounts receivable, utility billing, municipal income tax administration, and collection activities; ensures the timely receipt, deposit, investment, disbursement, and reconciliation of public funds; monitors cash flow and investment performance; supervises billing and collection processes; and ensures compliance with applicable laws, regulations, policies, and internal control standards.

15% 5. Prepares and oversees the preparation of monthly, quarterly, annual, and special financial reports; maintains complete and accurate financial records in accordance with applicable accounting standards and record retention requirements; coordinates and facilitates annual independent audits and Auditor of State examinations; implements audit recommendations and corrective actions as necessary; and ensures the integrity, transparency, and accessibility of the City's financial information and official fiscal records.

10% 6. Audits claims, invoices, and expenditures for accuracy, proper authorization, and budget compliance; monitors expenditure controls and internal financial safeguards; ensures compliance with applicable laws, policies, and accounting standards; and maintains records relating to City assets, liability exposures, and financial obligations. Maintains complete and accurate records of all monies received and expended, City-owned property and assets, taxes, assessments, debt obligations, and other municipal financial activities.

8% 7. Assists in the administration of grants, capital improvement projects, debt financing, economic development incentives, and bond-related activities; monitors financial compliance and reporting requirements; coordinates funding documentation and reimbursement requests; and supports the financing and fiscal management of municipal infrastructure and capital investments.

8% 8. Attends and participates in City of Newton Falls Council meetings, committee meetings, board meetings, public hearings, and other official functions as required; presents financial reports, budget information, and fiscal recommendations; and responds to inquiries from elected officials, staff, and the public regarding financial matters.

9. Other statutory duties as Finance Director, Auditor, Treasurer, or Fiscal Officer

10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

4% 1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Demonstrates thorough knowledge of generally accepted accounting principles (GAAP), governmental accounting practices, budgeting, auditing, taxation, payroll administration, purchasing, and public finance. Possesses strong leadership, communication, analytical, and organizational skills, with the ability to interpret and apply complex laws, regulations, policies, and financial data. Establishes and maintains effective working relationships with elected officials, employees, auditors, regulators, financial institutions, and the public. Exercises sound judgment, maintains a high degree of professional integrity, and consistently performs duties with discretion, accountability, and a commitment to ethical public service.

Skill in: typing; data entry; word processing; computer operation; adding machine or calculator operation; use of modern office equipment; computer programs (e.g., Microsoft Office).

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:
Assistant Finance Director, Finance Dept. Personnel, Income Tax Administrator, HR Personnel, and other staff as assigned.

ACKNOWLEDGEMENT:

Employee Name: **Position Title:** **Finance Director**

- This position description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties.

REFERENCES:

- Newton Falls Charter, Article V, Section 2 (Department of Finance).
- Newton Falls Codified Ordinances, Chapter 139 (Department of Finance).
- ORC §§733.10, 733.11, 733.12, 733.13, 733.14, 733.18, 733.22, 733.42, and 733.78.
- ORC Chapter 5705 (Local Government Budgetary Law)
- ORC Chapter 117 (Auditor of State)
- ORC Chapter 135 (Uniform Depository Act).
- ORC Chapter 718 (Municipal Income Tax).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority/Designee) (Date)

_____ _____

(Signature of Employee) (Date)