

# Assistant Director of Finance - City of Shaker Heights

Dep't/Div: Finance /N/A

FLSA Status: Exempt

## General Definition of Work

Performs difficult professional work assisting in planning, managing, and coordinating the operations and staff of the Finance Department, assessing and analyzing all purchases of the City and performing reconciliations, assisting in budget preparation, preparing and analyzing the Annual Comprehensive Financial Report (ACFR); managing payroll and accounts payable, assisting with special projects, maintaining files and records, and related work as apparent or assigned. Work is performed under the general direction of the Director of Finance. Divisional supervision is exercised over certain personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Serves as Purchasing Agent; reviews and analyzes all purchases of the City; reviews and monitors contracts.

Prepares the City budget as directed by the Director of Finance; monitors current budget; recommends budget amendments and monitors budget performance; assists with department budgets.

Calculates accruals for the ACFR; reviews basic statements; maintains knowledge and updates of Generally Accepted Accounting Principles (GAAP); manages the relationship with the outside accounting firms, and State auditors.

Establishes purchase orders and prepares all debt wires payments; maintains and updates all capital spreadsheets; posts monthly budget adjustments per ordinance to Munis financial system and reconciles monthly to Munis and ordinance; maintains and updates self-insurance spreadsheets and worksheets and posts bi-monthly reports.

Assists Director of Finance with providing revenue and expenditures analyst and reports.

Manages payroll, accounts payable and escrow functions of the city; manages weekly check runs and ensures payroll output are accurate and balanced; reviews bank reconciliations and monthly journal entries; assists staff with payroll and accounts payable issues.

Assists in directing and managing the operations of the Finance Department; assists in the recruitment and selection of department personnel; assigns, directs, trains and inspects the work of staff; rewards, coaches, counsels and evaluates staff performance; develops staff schedules; assists with discipline, transfers, promotions, demotions, suspensions, and terminations; ensures deadlines for the department are met; develops and achieves high performance and strategic objects for the department; supervises daily operations.

Participates in developing and implementing efficiencies involving special projects including changing payroll dates, Human Resources (HR) module usage, timekeeping system, banking and other Requests for Proposals (RFP), and purchasing manual revisions.

Performs administrator functions for the City accounting system and maintains account structure; trains City staff on the use of Munis; assists departments with Munis workflow.

Performs, reconciles, and balances month end and year end close of accounting system; prepares year end policies and procedures for City staff.

# **Assistant Director of Finance - City of Shaker Heights**

## **Knowledge, Skills and Abilities**

Thorough knowledge of governmental accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; thorough knowledge of standard office methods, techniques and procedures. Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in budget planning, development, and control techniques. Ability to analyze and evaluate complex financial systems; ability to prepare and maintain complex financial reports and records; ability to understand and follow oral and written directions; ability to communicate technical ideas effectively both orally and in writing; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to understand and apply laws and established policies to the maintenance of financial records; ability to plan, organize, direct, and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with the associates, advisers, agencies, attorneys, auditors, Department Directors, elected officials, outside government officials, and the general public.

## **Education and Experience**

Bachelor's degree in accounting, public administration, or related field and extensive experience working in the accounting/finance department of a public/non-profit organization with extensive supervisory and management experience, or equivalent combination of education and experience.

## **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating machines and operating vehicles or equipment; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

## **Special Requirements**

Possession of Certified Public Accountant (CPA) license upon hire. Obtain Center for Public Investments Management (CPIM) Training within one year of hire. Must meet and maintain all training and education requirements for position. Valid driver's license in the State of Ohio.

Last Revised: 6/1/2022