

CITY OF MONROE

An Equal Opportunity Employer

JOB DESCRIPTION

Job Title: Finance Director

Shift: Work irregular hours
Employment: Full-time
Department: Finance

FLSA Status: Exempt
Civil Service Status: Unclassified
Reports to: City Manager

JOB RESPONSIBILITIES:

Advanced administrative and managerial responsibilities under general direction of the Manager, this position is responsible for the accounting, collection, and custody of public funds within the guidelines of the Municipal Charter; controls all disbursements and countersigns all bonds and notes issued to the municipality; performs other functions as assigned by ordinance.

QUALIFICATIONS:

Bachelor's degree in business/finance or a related field is required, with a CPFA, CPFO or CGFM preferred. Minimum 8 years of experience in municipal finance and accounting with 5 years of management experience.

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

1. Responsible for supervising and organizing professional, technical and clerical staff.
 2. Enforcement of rules and regulations, promotions, dismissals of personnel and prepares annual performance evaluations.
 3. Ability to attract, develop and retain staff as well as maintain a high level of performance by effectively utilizing talents of staff;
 4. Supervises all Finance departmental activities.
 5. Compiles all annual reports for the State of Ohio.
 6. Audits and executes all disbursements ensuring compliance with Ohio budgetary law as well as Generally Accepted Account Principals.
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Date Adopted: 10/11/17

Developed by:
William J. Brock
City Manager
City of Monroe, Ohio

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7. Invests excess cash as directed in the investment policy; maintains adequate cash liquidity and fund balances for Municipality.
8. Attends all Council meetings and advises on the financial stability of the Municipality.
9. Executes notes and bonds, maintains bond register and pays debt service payments.
10. Prepares financial analysis and reports for Manager and Council.
11. Demonstrates regular and predictable attendance.
12. Performs other duties as assigned by Manager.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: managerial theory and modern supervisory techniques, department goals and objectives; department practices and procedures; records management; auditing; generally accepted accounting principles; finance; purchasing.

Ability to: define problems, collect data, establish facts and make recommendations that support the strategic direction of the organization; carry out detailed written and oral instructions; exercise independent judgment; complete routine forms; prepare accurate documentation; maintain effective working relationships; manage time efficiently; perform supervisory role; handle departmental personnel issues.

POSITIONS SUPERVISED:

Assistant Finance Director	Finance Specialist(Purchasing/Accounts Payable)
Income Tax Commissioner	Finance Specialist (Payroll)
Income Tax Auditor	Clerk of Court
Financial Operations Manager	Receptionist
Utility Billing and Collections Specialist	

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LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license. Must be bondable.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Further, job descriptions may be amended from time to time by the City Manager with or without notice or approval of the employee.

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