

**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** DIRECTOR OF FINANCE  
**Classification Specification:** 20402 Director of Finance

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<b>Office/Division:</b>	Finance	<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	Mayor	<b>Civil Service Status:</b>	Unclassified
		<b>FLSA Status:</b>	Exempt

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**GENERAL FUNCTION**

The Director of Finance is responsible for supervising all City financial operations and functions including general accounting, investment portfolio management, budget preparation and monitoring, payroll, accounts payable and receivable, utility billing, capital facilities plan and collections, revenue functions, and fixed asset control. The Director of Finance provides effective treasury management; provides an effective debt management program; provides effective fiscal reporting; and provides financial advisory services for all city departments and performs work in accordance with statutory procedures and city policy. According to the City Charter the Director of Finance is hired or dismissed by Norwalk City Council but reports directly to the Mayor.

The Director of Finance works with the Mayor and City Council on all financial matters of the City. Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. The Director of Finance works under the guidelines of various governmental financial and accounting regulations, policies and procedures. The Director of Finance operates with latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives and applicable laws, rules and ordinances.

The Director of Finance is a member of the Board of Control, the Treasury Investment Board and the Records Retention Board. The position acts in an advisory capacity to the Income Tax Review Board.

**QUALIFICATIONS**

1. Bachelor's degree in accounting, public administration or a related public management field
2. five (5) years of financial management experience in the public sector, including progressively responsible supervisory experience over financial clerical staff, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
3. prefer Certified Public Accountant and/or holder of a relevant Master's Degree

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must be bondable

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)**

**Knowledge of:**

1. current governmental accounting theory, principles, and practices
2. office internal control procedures and management information systems
3. office automation and computerized financial applications
4. public finance and fiscal planning
5. payroll, accounts payable functions, accounts receivable functions and municipal income tax

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6. budgetary, accounting and reporting systems, GAAP and GASB

**Ability to:**

1. utilize various computerized spreadsheet, accounting and word processing systems; learn other software programs as needed
2. work with citizens, elected and appointed officials, numerous department heads, staff and co-workers
3. communicate effectively and persuasively with diverse audiences, including the public, Council, and other City personnel at all levels
4. analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals
5. plan, assign and review the work and performance of others in a manner conducive to proficient performance and high morale
6. maintain professional and technical expertise through continuing education and membership in professional organizations as directed
7. prepare and direct preparation of comprehensive reports, budgets, and departmental material and correspondence
8. physically perform the essential functions of the job

**Skill in:**

1. excellent written and verbal communication skills
2. preparation and presentation of technical oral presentations at public meetings
3. creating computer generated graphs and charts
4. planning, organizing, directing and coordinating the work and management of supervisory professional and technical personnel
5. delegation of authority and responsibility
6. making recommendations to the Mayor on the selection of staff
7. supervision and evaluation of staff
8. use of spreadsheets, word processing and financial accounting software
9. use of standard business office equipment including "10-key"

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

1. Plan, organize and direct the financial administration of the City, manage the development and implementation of goals, objectives, policies and priorities for each assigned service area.
2. Refine work methods, and develop new techniques, concepts or programs.
3. Perform the necessary analysis to project City revenues to meet budgeting and long-range capital improvement planning needs of the City in accordance with legislative resource allocation and applicable local and state laws.
4. Ensure compliance with state government accounting requirements in conformance with generally accepted accounting principles.
5. Direct accounting staff in the maintenance of all accounting records, agreements, ordinances, resolutions and other official documents.
6. Invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands on the Treasury and conforming to Ohio statutes governing the investment of public funds. Select financial institutions and brokers with whom the City will do business based on applicable State statutes. Establish investment strategy based on knowledge of the investment market.
7. Oversee and have knowledge of the annual preparation of a five-year Capital Improvement Plan for needed capital projects and equipment as approved by the Mayor and presented to City Council.

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8.   Oversee the City's cash management systems including receipting, accounting, investing, purchasing and payables of the City. Ensures adequate cash flow to meet the City payroll, cash expenditures and debt payments.
9.   Manage water utility billing services and administer utility rates according to Norwalk Codified Ordinances.
10. Represent the Finance Department to other City departments, elected officials, outside agencies and the public. Explain, negotiate and resolve sensitive, significant and controversial financial issues.
11. Direct and oversee the operation of the city income tax department. Exhibit thorough knowledge of the Norwalk Codified Ordinance related to city income tax. Have knowledge of federal tax laws, regulations and schedules as they directly apply to the examination and preparation of city tax returns. Make recommendations on all appeals to the Income Tax Board of Review.
12. Directly supervise the Assistant Finance Director and hold responsibility for the management of the Finance department staff.
13. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1.   **Auditing**  
Ensure implementation and monitoring of strong internal financial controls to safeguard City assets. May require site visits to other departments to provide advice or to audit cash handling practices. Perform role of the City Auditing Officer. Coordinate with an independent auditor and/or the State Auditor's annual examination of the City's finances, internal controls, and compliance with laws. Act as liaison during the annual state audit.
2.   **Income Tax**  
Provide for efficient collection of revenue to ensure city receives all legally due taxes; which includes pursuit of delinquent accounts. Provides direction to staff for auditing and reviewing tax returns pursuant to city ordinance and applicable federal and state tax laws; and maintaining tax records and required documentation in accordance with local, state and federal requirements.
3.   **Utility Billing/Meter Reading**  
Provide for efficient collection of revenue needed to maintain long-term stability of the utility system. This includes necessary rate analysis pursuant to Norwalk Codified Ordinances.
4.   **Payroll**  
Provide system for timely and accurate compensation of employees to ensure proper recording and reporting for all employee salary and benefit information to state and federal agencies.
5.   **Purchasing**  
Oversee the Finance Department role in processing purchase orders, accurate payment of goods and services received and recordkeeping related to purchase orders and payments made to vendors.
6.   **Grant/Contract Administration**  
Administer major grants, both state, and federal. Monitor contracts and works with city departments to ensure contract performance. Pursuant to Norwalk City Charter the Finance Director serves on the Board of Control for the opening and awarding of bids received.
7.   **Inventory and Fixed Assets**  
Provide information on cost effective inventory levels, ensure proper insurance levels, and provide information on financial disclosure.

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**8. Risk Management**

Manage the City's insurance program.

**EQUIPMENT OPERATED:**

1. standard business office equipment

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. exposure to chemicals found in an office environment
2. work at computer terminal for long periods of time
3. ability to sit for long periods, as necessary
4. long work days, including evening meetings, as necessary
5. visiting other work sites as necessary
6. occasionally lift and/or move up to 15 pounds
7. occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.