

JOB DESCRIPTION
The City of Sandusky
Director of Finance
Pay Range A2
Finance Department

Job Title: Director of Finance

Reports To: City Manager

Supervises Directly: Customer Accounting, Income Tax, Finance Division, Payroll

Supervises Through Subordinates: Customer Accounting, Income Tax, Finance, Payroll

Purpose for the Position:

Working under the direction of the City Manager, the Finance Director performs a variety of complex professional, managerial, and technical financial and accounting functions for the City. The Finance Director will also coordinate assigned activities with other departments and outside agencies and provides highly responsive, agile, and complex support to the City Manager and Department Directors.

The Finance/Customer Accounting Departments are responsible for the administration, supervision, management oversight and coordination of all financial operations and compliance including (but not limited to) accounts payable, compiling and administering the budget, asset accounting, cash management, debt management, investments, payroll, utility billing, and budget & financial forecasting. The Finance/Customer Accounting Departments carry out all financial transactions of the city and ensures legal and ethical compliance with those transactions and works cooperatively with other city departments in preparing the annual budget and financial forecasting. The departments also prepare various required reports for state and county agencies, as well as several financial reports on a monthly and quarterly basis that are submitted to the City Manager and Department Directors. The Finance/Customer Accounting Departments currently operate with 7 full-time employees.

Essential Responsibilities:

Develops the City's operating and capital budgets under the direction of the City Manager and in partnership with the department directors.

Responsible for all external Audit and Comprehensive Annual Financial Report (CARF)

Monitors the fiscal status of the City, performs financial planning, makes recommendations regarding financial operations, and develops fiscal policies.

Directs the Treasury collection activity and custody of public funds. Oversees the investment of City funds and the payment of bond obligations.

Manages and supervises finance operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff.

Oversees general ledger accounting, payroll, accounts payable, accounts receivable, utility billing, and other functions of the Finance/Customer Accounting Departments.

Coordinates and manages the activities of the Department in a manner that provides excellent customer service, adheres to management policy direction, and is consistent with the expectations of the City Manager.

Monitors revenues and expenditures to ensure sound fiscal control as well as establishes and maintains internal control procedures to ensure that appropriate standards and procedures are maintained.

Provides professional recommendations to City Commission and makes presentations to Commission, boards, commissions, civic groups, and the general public.

Provides ongoing financial reporting to the administrative team, the City Manager, and City Council, as well as guidance and support to other City departments on financial and accounting issues.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Acts as custodian for all city funds.

Certifies availability of funds.

Maintains accounting records and reports as required or requested.

Manages payroll and account payable process.

Recommends investment strategy for active, interim and inactive funds. Heads the City of Sandusky investment board.

Monitors city compliance with city, state, and federal laws. Coordinates annual audit of city records with auditors.

Provides financial analysis when required or requested.

Serves as City of Sandusky representative to Self-Insurance Property, Casualty and Liability; and health benefits pools.

Prepares annual budgets for City Manager's review and approval. Works with City Manager to obtain approval of annual budgets by the City Commission.

Manages City of Sandusky debt service; works with bond counsel, financial institutions and underwriters in the financing of city projects; assures compliance with federal and state debt restrictions; maintains debt service records.

Establishes policies and procedures.

Serves on various city committees, attends City Commission meetings.

Serves on community or civic organizations: service clubs and/or social/service organizations; community involvement.

Ability to understand and communicate written instructions.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

The following supervisory responsibilities are critical to the effective performance of this position:

Manages in compliance with established city policies and procedures.

Manages in compliance with local, state and federal laws and regulations.

Supervises assigned personnel: recommends new hires, recommends terminations, disciplines, evaluates performance and develops each employee to their full potential.

Coordinates activities with other departments.

Directs, manages, coordinates and evaluates the effectiveness and operations of the assigned unit of the city.

Formulates and develops plans, policies, procedures, goals, objectives and regulations necessary to achieve an effective level of organizational performance within the assigned unit of the city.

Skills and Abilities:

Considerable knowledge of modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; office automation and computerized financial applications; public finance and fiscal planning; payroll and accounts payable functions; budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.

Knowledge of the principles and practices of municipal finance administration including budget preparation and sound cash management practices and principles.

Ability to manage complex financial operations and monitor fiscal health.

Knowledge of the principles of supervision and management, including participative management.

Ability to supervise the work of department staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff, and processing grievances.

Experience preparing and analyzing complex financial reports, maintaining efficient and effective financial systems and procedures.

Ability to analyze and interpret complex data as well as address and implement complex requirements and processes and prepare financial projections.

Ability to establish and maintain effective working relationships with staff, other City employees and departments, City officials, and the public.

Skill in effective, clear and persuasive oral and written communications about the City's finances to individuals and groups.

Ability to act as staff advisor to the City Commission and the City Manager.

Understanding of and ability to function within the City's political environment and sensitivities.

Experience developing tried and tested standard operating procedures and financial management policies.

Strong experience evaluating and implementing accounting systems, internal controls, and budget management tools is essential. The new Finance Director must be hardware and software savvy and have gone through financial system review and migration.

Communications is an essential part of the position. The new Finance Director will be a coach to the department team, a resource and advisor to other department heads, and a reliable and trusted support for the City Manager. Difficult financial concepts need to be communicated in a simple accurate manner that the public will understand.

Understand and use math concepts in order to design a financial or economic system.

Interpret technical information presented in mathematical or diagram form in order to work with things like real estate property values, pari-mutuel betting systems and stock market reports.

Work math problems quickly and accurately.

Understand and use computers and related equipment.

Speak and write clearly to report financial information.

Make decisions about the value of real estate and personal property based on inspection of the property, how you think its location will be affected by future plans of the community, as well as established facts like past tax values.

Plan and direct the work of accounting clerks and other workers.

Physical Demands:

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Handling. Fingering. Feeling. Seeing. Hearing.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside. Repetitive movements which, while not necessarily strenuous, can be painful because they are done quickly and/or over and over. Eyestrain caused by constantly looking at one thing or at something that is hard to see.

Reasoning, mathematical and language development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section would be included in this job.

Reasoning Development:

Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstract classes of concepts.

Language Development:

Read scientific and technical journals, abstracts and financial reports. Write journals, speeches and manuals. Conversant in the theory, principals and methods of effective and persuasive speaking, voice and diction, phonetics and discussion and debate.

Math Development:

Apply mathematical operations to frequency distributions, reliability and validity tests, normal curves, analysis of variance, correlation techniques, etc.

Relationships to Data, People and Things:

Data: Synthesizing: Integrating analysis of data to discover facts and/or develop knowledge concepts or interpretations.

People: Mentoring: Dealing with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be resolved by legal, scientific, clinical, spiritual and/or other professional principles.

Things: Precision Working: Using body members and/or tools or work aids to work, move, guide or place objects or materials in situations where ultimate responsibility for the attainment of standards occurs and selection of appropriate tools, objects or materials and the adjustment of the tool to the task require exercise of considerable judgment.

To do this job, you must have the following licenses or certifications before being hired:

Ohio Driver's license.

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success)

The ideal candidate will possess a solid background in all aspects of municipal finance, coupled with a general understanding of all City operations and department compliance including enforcement of applicable federal, state and local laws, ordinances and codes. Being able to monitor business transactions/operations for compliance with laws, regulations, contracts and grant agreements relating to accounting and financial reporting is critical.

The ideal candidate will also be able to plan and organize the Finance/Customer Accounting Department's accounting activities including financial statement preparation and coordination of annual audits. In addition, he or she will be able to establish and maintain direction and regulation over revenues and expenditures in City departments, divisions and services in accordance with accounting, auditing, reporting and managing practices.

High School diploma.

Bachelor's degree in Accounting, Business, Finance or related field, Master's degree preferred with at least 10 years progressive finance and administration experience.

OR, an equivalent level of education and experience.