



CITY OF | **UPPER
ARLINGTON**

**CITY OF UPPER ARLINGTON
invites applications for the position of:**

Assistant Finance Director

SALARY: \$80,808.00 - \$113,152.00 Annually

OPENING DATE: 05/22/17

CLOSING DATE: Continuous

DESCRIPTION:

Under direction of the Finance Director, performs a variety of accounting, auditing, financial reporting and cash management functions. The classification assists the Director in overall financial management of the City.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. Assists the Director with the supervisory responsibility of the staff of the department (e.g., recommends and develops policy; interviews applicants; recommends hiring, discipline, and firing; leads, motivates, collaborates, empowers, rewards, coaches, and praises; trains and instructs employees; assigns and directs work; appraises and evaluates performance; addresses complaints and resolves problems); serves as the Finance Director's duties in his or her absence (e.g., attends meetings on behalf of the Director to obtain and relay information, acts as a spokesperson, serves as lead contact between City and auditors during yearly audit relating to financial reports, comprehensive annual financial report and City reports).
2. Assists the Director in the development and implementation of long-range goals and objectives for the financial plan of City.
3. Facilitates the collection of city income tax revenues (e.g., advises taxpayers, tax preparers, CPAs, and attorneys regarding the city's income tax requirements; interprets the tax ordinance; prepares municipal tax returns for residents; reviews and audits city tax returns).
4. Collects delinquent taxes, including issuance of subpoenas, and recommends prosecution of delinquent taxpayers; prepares tax reports and tax revenue projections and five-year forecasts.
5. Compiles and analyzes information for economic development (TIFs, grants, etc.).
6. Maintains debt schedules and oversees compliance with debt obligation and tax filings.
7. Maintains licenses and certifications as required, if any.
- 8.. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as required.

TYPICAL QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university in Accounting, Finance, or a related field and four (4) to six (6) years of progressively responsible related experience; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

CPA desired.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.uaoh.net>

Position #00217
ASSISTANT FINANCE DIRECTOR
CB

3600 Tremont Rd
Upper Arlington, OH 43221
614-583-5041
