



CITY OF | **UPPER**
ARLINGTON

CITY OF UPPER ARLINGTON
invites applications for the position of:

Finance Manager

SALARY: \$70,597.00 - \$98,836.00 Annually

OPENING DATE: 02/06/17

CLOSING DATE: 02/17/17 11:59 PM

DESCRIPTION:

The City of Upper Arlington, Ohio is seeking qualified candidates for a full-time Finance Manager to assist the City's Finance Department in coordinating financial operations which includes payroll and benefits administration, accounts payable, accounts receivable, budgeting, investment activities, and general ledger activities as well as developing and maintaining a system of internal controls. Strong skills are needed in the areas of computer operation, written and oral communication, and interpersonal skills and effective leadership.

EXAMPLES OF DUTIES:

1. Supervises assigned staff (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 and/or Assistant Finance Director in his or her absence (e.g., attends meetings on behalf of the Director and/or Assistant Director to obtain and relay information, acts as a spokesperson, serves as lead contact between the City and auditors during yearly audit relating to financial reports, comprehensive annual financial report and City reports).
2. Manages cash investments (e.g., reviews and monitors cash position for maintaining available active funds; reviews and monitors investment activity in compliance with applicable laws and regulations; serves as liaison between City and Investment Advisor, and authorizes City investment purchases or interprets investment policy; writes requests for proposals for depository contracts, Investment Advisor, Independent Auditor, and recommends award of contract; serves as liaison between City and bank depository and bank officials; makes bank deposits daily).
3. Reviews and monitors budgets; assists Director in establishing city budget; assists departments with budget problems throughout years; assists in compiling, developing, and coordinating City-wide budgeting process; assists departments in developing budgets; oversees financial reporting and prepares other reports and analyses for Council and other staff.
4. Maintains general ledger, accounting records, assists Director and/or Assistant Finance Director in overall financial management of the City (e.g., signs checks and reviews payments made to vendors; interprets policy for departments; posts and maintains entries in system; reviews bank statements; maintains funds in a positive position).
5. Researches and compiles various government surveys; completes compliance reporting for law enforcement and police grants; researches, reports, or conducts analysis of any special projects as assigned.
6. Researches and compiles tax budget; files appropriation amendments and Certificate of Estimated Resources to County Budget Commission.
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. (5%)

TYPICAL QUALIFICATIONS:

QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university in Accounting, Finance, or a related field and two (2) to four (4) 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.

CPA desired.

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

Position #00199
FINANCE MANAGER
CB

3600 Tremont Rd
Upper Arlington, OH 43221
