



JOB POSTING NOTICE

Assistant Finance Director

Dennis M. Clough, Mayor

Position: Assistant Finance Director

Department: City of Westlake

Salary Range: \$68,000.00 to \$106,100.00 - Commensurate with experience

Position Type: Full-time

Closing Date: City of Westlake Applications will be accepted until the position is filled

Job Description

Under the direction of the Finance Director, the individual in this position will be responsible for supervising the Finance staff and ensuring that the department's responsibilities are carried out on a daily basis.

Qualifications

- Graduation from an accredited four-year college or university with a degree in accounting, business management or finance
- Five (5) years of public accounting experience
- Five (5) years of supervisory experience preferred
- Any equivalent combination of education and experience

Requirements

- Must be efficient with computers and possess basic math and organizational skills
- Excellent customer service skills
- Ability to follow written and verbal instructions
- Ability to work independently and in a team environment
- Working knowledge of modern governmental accounting theory, principles, and practices
- Drug screening and background check required

Responsibilities

- Reviewing the City's cash position, balancing the book balance to the bank balance on a daily basis. Recording/monitoring cash and credit card transactions and fees
- Recording all tax revenues received by the City. These include property, income, gasoline, and auto license taxes. Preparing all tax reporting. Filing of monthly sales tax
- Recording all investment transactions. This includes the purchase and sale of investments and subsequent interest transactions
- Preparation and recording of journal entries. Preparing all month-end reports and completing month-end journals. Closing the month within the financial software and opening new month for reporting purposes
- Continual monitoring of revenues and expenditures. Analysis of fluctuations. Ensuring no expenditures exceed appropriations. Projection of future revenues, expenditures and fund balances.
- Assist Director in setting the millage for the City and estimating future assessed valuations
- Preparing the tax budget for the County by estimating future revenues, expenditures, and fund balances
- Setting all non-departmental appropriations and determining all salary budgets. Compiling all work papers for appropriations. Reviewing all departmental budget requests and working with directors to prepare their appropriation budgets. Preparing the Five-Year Capital Plan with the assistance of the Engineering Director. Determining transfers and advances necessary to balance budget
- Compiling all appropriation reporting for Mayor and Council. Preparing the presentation for annual budget hearings
- Preparing the Annual Budget book, a 300+ page in-house document, that is submitted to the Government Finance Officers Association (GFOA) for the Distinguished Budget Award
- Preparing all transfer ordinances for Council approval and recording all changes to appropriations. Making sure appropriations do not exceed available resources

- Preparing the annual Popular Annual Financial Report (PAFR) that is mailed to all residents and businesses within the City and submitting the report to the GFOA for the PAFR Awards Program
- Assisting Finance Director, departmental directors, and their staff in reviewing costs and assisting them in other cost studies and financial analysis
- Working with the State of Ohio Local Government Service department in preparing the Comprehensive Annual Financial Report (CAFR). Preparing in-house reports for completion of the CAFR. Determining construction in progress for the report by compiling asset construction costs
Preparing all grant reporting for the CAFR and determining if a single audit is necessary due to grant funding
- Setting up the financial structure within the City's software. Creating new financial accounts and project codes. Setting up new cost centers and funds within the software. Responsible for creating new budget year within the financial software and entering all budgeted revenues and expenditures
- Responsible for year-end financial closing. Closing of financials for current year and initiation of new-year financials. Working with Director to file all W-2s and 1099Ms with federal, state, and local governments. Creation of 1099-S reports for the purchase of any land or easements by the City
- Recording all debt transactions of the City. Preparation of all debt reports including legal debt margins. Assisting in preparation of official statements for the issuance of bonds
- Recording of all TIF transactions at the direction of the Director. Ensuring that all transactions created by the TIF Trustee are properly recorded and in balance within the City's financials
- Overseeing the department's Policy and Procedure manual and ensuring that it is current as to the department's procedures
- Preparing the Mayor's annual State of the City address and related Power Point presentation
- Reviewing and recording all land acquisitions and sales. Working with the Law department to file for tax-exempt status on all acquisitions
- Balancing of agency funds in conjunction with the Engineering and Inspection Departments
Recording of charges for services for differences between invoiced costs and in-house labor/benefit rates. Moving of uncashed checks and unclaimed inspection deposits to be held in archive
- Determining labor/benefit rates to be invoiced by Police, Fire and Service Departments
- Invoicing of quarterly Central Dispatch costs to all participating cities. Working with outside EMS billing agent for proper recording of revenues and related expenses
- Finalization of annual assessments to the County for delinquent grass maintenance, sidewalk repairs, false fire alarms and any other liens on City parcels
- Proficiency in Excel for worksheet reporting. Ability to link spreadsheets in Excel. Creation of financial graphs and charts as needed. Writing skills needed for CAFR, PAFR, Budget Book, and State of the City reporting
- Perform any and all other duties as may be assigned by the Director of Finance and/or the Mayor or his designee.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to walk, sit, talk, hear, use hands to finger, handle, feel or operate objects, tools, or controls, reach with hands and arms and bend over. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move 20 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference check and any related test to demonstrate the ability to perform essential duties may be required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

To be considered for the position, applicants should email or mail completed City of Westlake employment application, resume, and cover letter detailing background and experience to:

Mail: City of Westlake
Human Resources Department
27700 Hilliard Boulevard
Westlake, OH 44145

Email: humanresources@cityofwestlake.org

Fax: 440-617-4299

[Download employment application form](#)

The City of Westlake is an Equal Opportunity Employer
www.cityofwestlake.org