

CITY OF HURON

JOB POSTING

POSITION: Director of Finance

DEPARTMENT: Finance

SALARY: \$80,000-\$110,000
Commensurate with Experience

POSTING DATE: 8:00 a.m., February 7, 2022

CLOSING DATE: Until Filled (Applications review will begin on February 15, 2022)

MINIMUM REQUIREMENTS

Bachelor's degree in accounting, business management, finance, or related field; and a minimum of five (5) years of increasingly responsible experience in public administration, public finance, or public auditing or an equivalent combination of education and experience. Advanced degree in accounting, business management, finance, public policy, or related field; and previous experience as a municipal finance director with progressively responsible supervisory duties; or, previous experience as a State Auditor is preferred. Knowledge of GAAP and audit standards for finance and accounting. Extensive knowledge of computers and electronic data processing, including spreadsheets and word processing. Skill in operation of office equipment. Ability to gather, analyze and interpret data. Ability to communicate in a clear and concise manner both verbally and in writing. Knowledge of City ordinances and laws, especially regarding income tax and utilities. Ability to maintain level of confidentiality with regards to personal income tax records. Ability to create and maintain working relationships with other employees, supervisors, and the general public. Knowledge of business and office procedures, reporting and budgeting. Skill in time management and the ability to manage and supervise more than one project at a time.

An in-depth job description is included within this application packet. Please include a resume with your completed application and submit these by the deadline date.

EOE/AA/ADA

Approved for Content _____

Approved for Posting _____

CITY OF HURON JOB OPENING ANNOUNCEMENT

Where Applications Taken:

City of Huron
Attn: City Manager's Office
417 Main Street
Huron, OH 44839

Where Postings Sent:

Newspapers, Website, Social Media,
OCMA, Ohio GFOA, OAPT

Office Hours:

8:00 a.m. till 4:00 p.m.
Monday through Friday

CITY OF HURON IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Huron does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT:	Finance	POSITION:	Director of Finance
POSTING DATE:	8:00 a.m. Saturday February 7, 2022	LOCATION:	417 Main Street Huron, Ohio 44839
CLOSING DATE:	Until Filled (applications review will Begin on February 15, 2022)	WORKING HOURS:	varies as required
EFFECTIVE DATE:	As Soon As Possible	SALARY:	Commensurate with Experience

GENERAL PURPOSE:

Person in this position will perform a variety of administrative and analytical duties in accordance with Chapters 135, 137, and 185 of the Administrative Code of the City of Huron.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager, City Council, and the recommendations of the State Auditor's Office.

SUPERVISION EXERCISED:

Exercises general supervision over the Finance staff, including the selection, evaluation, and assignment of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as the Treasurer and fiscal agent for the Municipality. In doing so, applies Generally Accepted Account Principles (GAAP) and creates monthly and annual Financial Reports.

Directs the preparation of the annual budget schedule and the budget documents under the general supervision of the City Manager, as well as coordinating efforts between departments.

Plans, develops, and implements financial procedures and methods of budget preparation and execution, revenue collection, payroll administration, and general and utility accounting.

Advises the City Manager, the Mayor, and City Council as to each proposed financial budget. Generates monthly reports to the City Council, the Finance Committee, and the City Manager reflecting the financial condition of each of the funds of the City as of the last day of the preceding month.

Submits an annual report, reflecting the financial condition of each of the funds of the city for the preceding fiscal year, to the City Manager, the Mayor and City Council, and provides this report to other reporting municipalities.

Acts in conjunction with the City Manager and Engineering department for the coordination of the annual Capital Improvement Program.

Responsible for forecasting, monitoring, and reporting the City's financial status in an effective manner.

Responsible for the custody of all official bonds of the City, the receipt and custody of all money paid to the City, and the disbursement of City money.

Directs the maintenance of central account systems for the City in accordance with professional standards and City policies.

Responsible for all utility billing of water, stormwater and garbage accounts for all residents and business located in the City of Huron. Responsible for the collection of delinquent accounts, including certifying non-payers to the Erie County Auditor's office for attachment to property tax.

Serves as the administrator of Taxation in order to receive the tax imposed by the Charter of the City of Huron. Maintains accurate records and reports all tax monies received. Enforces payment of all taxes owed to the City, enforces rules and regulations relating to any matter pertaining to the collection of taxes. Additionally, acts as administrator of City's RITA account.

Responsible for the certification to the County Auditor or the making and collection of special assessments.

Responsible for managing the City's debt and the funding and payment of the public debt of the City. Maintains accurate account of the bonded indebtedness of the city and of the payment of the principal and interest.

Responsible for managing the City's investment portfolio and reporting to the Investment Advisory Committee.

Certifies all purchase orders, and the signing of all warrants, vouchers, checks and contracts, for the payment of money.

Attends various meetings, serves on various boards, and maintains professional relationship with various boards and public organizations.

Establishes the general policies of the functions of the Finance Department.

Responsible for other duties as assigned or designated by the City Manager or City Council.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from an accredited institution with a bachelor's degree in finance, accounting, or closely related field. A graduate degree or CPA is desirable; and
- B. Minimum five (5) years experience in supervisory capacity of finances; or
- C. Equivalent combination education and experience.

Necessary Knowledge, Skills, and Abilities:

- A. Knowledge of GAAP and audit standards for finance and accounting.
- B. Extensive knowledge of computers, including word processing and spreadsheet software, and electronic data processing.
- C. Ability to create and maintain effective working relationships with peers, co-workers, and the public. Ability to communicate in a clear concise manner both verbally and in writing.
- D. Skills in interpersonal communication, including public speaking, problem solving, phone and face to face communications.
- E. Knowledge of business and office procedures, reporting, and budgeting.
- F. Skill in time management and the ability to manage more than on project at a time.
- G. Ability to gather, analyze, and interpret data.
- H. Skill in operation of listed tools and equipment.

TOOLS AND EQUIPMENT USED:

Knowledge of operation and use of office equipment including, but not limited to; personal computer, including spreadsheet and word processing software, adding machine, fax machine, copier, telephone, computer printers, and modem communications.

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 position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is frequently required to use hands and fingers to operate equipment generally found in an office setting. The employee is frequently required to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of occasional stress.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to those conditions' representative of an office setting. The noise level in the work environment is moderately quiet.

SELECTION GUIDELINES:

The Director of Finance will be selected after a formal application procedure, education and experience rating, interview, and reference check. Job related tests may be required.

APPROVAL:

The duties listed above are intended only as an illustration 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.

The position description does not constitute an employee agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.

This position will be posted until filled, with the first applications review taking place on February 15, 2022.

APPLICATION FOR EMPLOYMENT

CITY OF HURON ❖ 417 Main Street ❖ Huron, OH 44839
(419) 433-5000 Fax (419) 433-5120



Full & Part Time – Positions

Return to: City Manager's Office

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: _____

PLEASE PRINT:

Name: _____ Date of Application: _____

Address: _____
Street Apt City State Zip

Social Security #: _____ Telephone #: _____

Mobile/Other: _____ E-mail: _____

Have you ever submitted an application to the City of Huron? _____ If Yes, when? _____

Have you ever been employed by the City of Huron? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

If you are under 18, can you furnish a work permit? _____ Date available for work: _____

Have you ever been convicted of a crime? _____ If Yes, please provide details: _____
ANSWERING 'YES' DOES NOT AUTOMATICALLY BAR EMPLOYMENT Please use additional sheet if necessary

Are you able to meet all of the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by the City of Huron? _____

If Yes, who? _____

Military Service or Veteran Status? _____ If yes, please provide branch of service, rank, and job duties:

Please explain why you would like to be considered for employment with the City of Huron Use additional sheets if necessary

RELEVANT EXPERIENCE Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

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JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? IF YES, PLEASE EXPLAIN:

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
HIGH SCHOOL:			
COLLEGE:			
OTHER:			

Have you been provided with a written job description for the position which you are applying? Yes No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential duties, responsibilities, and functions of the job for which you have applied? Yes No

REFERENCES: Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

APPLICANT STATEMENT AND SIGNATURE:

I certify that all information I have provided in order to apply for employment with the City of Huron is true, complete, and correct to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Huron and may be cause for rejection of this application, removal of my name from eligibility lists or discharge from City service. In addition, I give the City of Huron the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Huron in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Huron, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the City of Huron, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above

I understand that an offer of employment is contingent upon the successful completion of a pre-employment physical and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Huron reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Huron at any time. I understand that no representative of the City of Huron is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT
 I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant (required): _____ Date: _____

THIS BOX FOR OFFICE USE ONLY: DATE REC'D: ___/___/___ by _____ INTERVIEW: (1) _____ (2) _____ START DATE: ___/___/___ WAGE: _____	Completed by: _____ Date: _____ History: _____
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