



CITY OF DELAWARE
invites applications for the position of:

Director of Finance

SALARY: \$130,000.00 Annually

OPENING DATE: 05/04/22

CLOSING DATE: 05/23/22 11:59 PM

NATURE OF WORK, ESSENTIAL FUNCTIONS & KSA'S:

INTRODUCTION:

You can do great work and love what you do with the City of Delaware. We are an organization that succeeds because of teamwork, dedication, diversity, and the innovative spirit of all our employees. The City of Delaware is an award-winning local government organization known for its professionalism, customer service orientation and a strong commitment to distinctive and well-planned community development. The work environment is stable with excellent benefits and retirement packages. Our mission is to ensure an effective government, a healthy economy, being a safe city and welcoming you to be a part of this great community!

Under direction of the City Manager, the Finance Director is responsible for strategic planning, tactical action and operational decision making for the City's fiscal activities, including revenue collection, expenditures, payroll, accounting and auditing, income tax and utility billing, treasury and debt management and other related accounting and finance practices. Assists and advises the City Manager in the development and execution of the annual budget and other administrative matters. Position requires regular and reliable attendance.

View the [Director of Finance brochure](#).

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101

1. Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income).
2. Develops financial studies and plans. Forecasts, estimates, and monitors financial conditions to assure the fiscal wellbeing of the City.
3. Oversees and prepares financial reports including the Comprehensive Annual Financial Reports, Audit Reports, and other monthly reports for Council and staff.
4. Coordinates the annual budget and capital improvement plan preparation and execution and monitors the budget throughout the year.
5. Develops financial forecasts and provides analysis support to City departments.
6. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
7. Maintains financial records including budgetary accounts, general ledger, accounts receivable, accounts payable, payroll, income tax, utility billing, and fixed assets.
8. Maintains internal control over City finances.

9. Supervises the collection of taxes, fees, and other receipts in accordance with laws, City ordinances, and regulations.
10. Invests City Treasury Funds.
11. Manages all City debt issuances, investments, and maintains records of all bonds and notes issued by the City.
12. Authorizes purchase orders and warrants drawn on City accounts.
13. Provides fiscal analysis for various development related projects and negotiations.
14. Attends City Council meetings and provides financial reporting as directed by Council.
15. Serves as CFO and advises City Council and City Manager on fiscal related matters.
16. Oversees direction and implementation of organization Enterprise Resource Planning (ERP) tools and Treasury Management Systems/Equipment.
17. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE

- Generally accepted accounting principles (GAAP).
- Basic accounting.
- Bookkeeping.
- Budgeting.
- Finance.
- Payroll practices and procedures.
- Interviewing.
- Microsoft Office applications (e.g., Outlook, Word, Excel, Publisher, Access, Sharepoint, OneNote, and Teams) and other computer software.
- City and Department goals and objectives.
- City and Department policies and procedures.
- Government structure and process.
- Supervisory principles and practices.
- Project management.
- The principles, theories, and practices of financial accounting, auditing, and budget management.
- Local, state, and federal laws, policies, rules, regulations, and standards pertaining to financial accounting, investment of public funds, and budgeting.
- Development, improvement, and maintenance of internal accounting controls appropriate for accounting, reporting, and city operations.
- Application controls applied through management information systems.
- Data processing applications for financial accounting, auditing and budget analysis and preparation work.
- Fund accounting.
- GAAP and GASB principles.

SKILLS

- Excellent organization, attention to detail, accuracy, time management, and critical thinking skills.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Civic engagement and customer service.
- Executive level management skills necessary to effectively manage and lead the department.
- Critical thinking and analysis.
- Use of technology and technological resources to advance the city operations and services to citizens.

ABILITIES

- Apply management principles to solve problems.
- Supervise, organize, and direct the work of subordinate personnel.
- Understand, interpret, and apply laws, rules, or regulations to specific situations.

- Deal with many variables, define and solve problems, collect, analyze and interpret data, establish facts and determine specific action, evaluate and improve process and/or program efficiency / effectiveness.
- Operate assigned equipment.
- Organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Maintain a high level of confidentiality about information within the office.
- Add, subtract, multiply, and divide.
- Calculate fractions, decimals, and percentages.
- Prepare correspondence.
- Compile and prepare reports.
- Understand and follow written and oral instructions, policies, and procedures.
- Be honest, dependable, and trustworthy.
- Maintain effective working relationships.
- Communicate effectively, both in oral and written form and to prepare and present effective public presentations.
- Exercise independent judgement and discretion.
- Work in a professional office environment.
- Prepare annual tax budget and annual financial reports.
- Establish and maintain a series of complex financial records and documents.
- Develop long range goals and objectives.
- Analyze and solve a variety of strategic and tactical issues creatively and with foresight.
- Anticipate work to be done and initiate proper and acceptable direction for completion of work with minimal supervision and instruction.

ILLUSTRATIVE EXAMPLES OF WORK / PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

PHYSICAL REQUIREMENTS

1. The primary duties of this position are performed in a public office-building environment.
2. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone.
3. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written materials and documents.
4. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.
5. Sufficient mobility and flexibility, with or without reasonable accommodation, which permits the employee to work in an office environment.

EQUIPMENT OPERATED

Computer, copier, phone, and other standard/modern office equipment; computer software (e.g., Microsoft Office, MUNIS, various banking software, scanning software, adobe, and other applicable computer software), credit card terminal, postage machine, check remote capture equipment.

TRAINING, EXPERIENCE, AND QUALIFICATIONS:

EDUCATION/EXPERIENCE

1. Bachelor's Degree required in public or business administration, accounting, finance or related field required.

2. Ten or more years of experience and progressive responsibility in the management and leadership of a business or government financial office and personnel.
3. CPA preferred.
4. Familiarity with preparing GAAP-based reports and ACFR preparation.
5. Regular and reliable attendance
6. Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed below.

SUPPLEMENTAL INFORMATION / SPECIAL REQUIREMENTS:

ADDITIONAL INFORMATION:

In addition to completing the application, all applicants must submit a cover letter and resume.

The City of Delaware offers a complete benefits package to full-time employees including: health, dental, and life insurance, retirement pension and savings plans, paid holidays, vacation, sick leave, and longevity pay and in many positions, paid uniforms or clothing allowance. This position is part of the Management Pay Plan. Details about the compensation and benefits for this position can be found in the agreement by clicking [here](#).

The information above is intended to be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all the duties which may be required of employees holding this position.

The City of Delaware is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the City of Delaware will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

The City of Delaware, Ohio is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://jobs.delawareohio.net/>

Position #2022-00089
DIRECTOR OF FINANCE
WF

1 South Sandusky Street
Delaware, OH 43015
740-203-1025

recruiting@delawareohio.net
