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**City of Norwalk**  
**SAFETY/SERVICE DEPARTMENT**

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JOB ANNOUNCEMENT  
ASSISTANT FINANCE DIRECTOR

July 26, 2022

The City of Norwalk will accept applications for the full-time position of Assistant Director of Finance beginning on Tuesday, July 26, 2022.

Qualifications are:

1. associate's degree in accounting, public administration or a related public management field
2. four (4) years of experience in government accounting and supervisory management, or an equivalent combination of education, training and/or experience that provides the required knowledge, skills, and abilities
3. prefer bachelor's degree in accounting, public administration or a related public management field

Qualified applicants are encouraged to apply by submitting a completed application and resume to Lisa, Civil Service Commission Clerk, at Norwalk City Hall before 4:00 p.m. on Monday, August 8, 2022.

A competitive examination will be administered. Qualified applicants will be notified of the examination date and time.

Lisa J. Hivnor  
Clerk

attached: application, job description, pay ordinance

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**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** ASSISTANT DIRECTOR OF FINANCE  
**Classification Specification:** 20401 Assistant Director of Finance

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<b>Office/Division:</b>	Finance	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Director of Finance	<b>Civil Service Status:</b>	Classified
		<b>FLSA Status:</b>	Non-Exempt

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### GENERAL FUNCTION

Under the direction of the Finance Director, is responsible for professional accounting work in all City departments. Plans, manages and directs the preparation, analysis and audit of financial records to ensure completeness and conformance with established accounting practices. Manages and directs accounting and financial reporting systems and staff in conformance with applicable statutes, regulations and policies.

Has primary responsibility for ensuring a high degree of accuracy and quality in all financial documents and in developing systems to efficiently and accurately record and provides reports of the City's financial status to City Management and officials who rely on this material to make decisions.

### QUALIFICATIONS

1. associate's degree in accounting, public administration or a related public management field
2. four (4) years of experience in government accounting and supervisory management, or an equivalent combination of education, training and/or experience that provides the required knowledge, skills, and abilities
3. prefer bachelor's degree in accounting, public administration or a related public management field

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)

#### Knowledge of:

1. generally accepted accounting principles and standards applicable to a municipal setting
2. municipal budgeting processes
3. state governmental accounting procedures and standards
4. current principles and practices of management and supervision

#### Ability to:

1. solve complex technical accounting and financial problems
2. plan, organize and oversee assigned work programs, including monitoring work schedules, legal requirements, and progress reviews
3. develop and recommend policies, procedures and budgets to meet division objectives and overall goals of the department
4. prioritize, assign, monitor and evaluate the work of assigned staff
5. communicate effectively with individuals and groups regarding complex or sensitive issues or regulations, both orally and in writing
6. establish and maintain effective working relations with city staff, outside agencies and the community
7. analyze and evaluate operations and develop and implement corrective action to resolve problems
8. work with frequent interruptions
9. physically perform the essential functions of the job

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**Position Title: ASSISTANT DIRECTOR OF FINANCE**

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**Skill in:**

1. use of spreadsheets, word processing, and financial accounting software
2. use of standard business office equipment including "10-key"

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Implement and administer financial systems Citywide in accordance with sound accounting practices, state rules and regulations, and city ordinances, policies and regulations. Assess automated financial reporting systems and enhancements needed for more effective or efficient processing of accounting transactions and reports. Participate in the selection of new financial systems. Initiate requests for and implement system enhancements.
2. Plan, supervise and participate in the preparation of annual and interim financial statements and reports using generally accepted accounting principles and governmental accounting standards; in keeping with prescribed State guidelines, conducts monthly budget reviews (reports) and is responsible for the posting and reconciliation of ledgers and accounts of the City.
3. Checks purchase order requisitions for accuracy and contacts originator to explain what information is needed; checks if funds are available for these purchases.
4. Monitors and reports fixed assets to reporting authorities and insurance companies.
5. Supervise and evaluate accounting staff. Provide the tools for the training of citywide staff in accounting related tasks. Assists in the selection of any accounting personnel within the Finance Department.
6. Implement policies, procedures, and standards for the efficient and effective operation of city accounting activities. Make recommendations to Finance Director for changes to existing policies and procedures and assist in implementation of changes in other areas.
7. Assist in the preparation of the annual City budget. Assist the Finance Director in research and analysis related to financial activities as necessary.
8. Review accounting entries prepared by Finance staff and other departments for accuracy and appropriateness.
9. Provide technical advice, information and other support to all City departments in support of budget processes, financial information and documentation needs, accounting and financial reporting technicalities, etc.
10. Assume part or all the duties of the Finance Director in his/her absence.
11. Provide other duties as assigned by the Finance Director.
12. Serves as a primary liaison between the Office of the State Auditor and City staff in order to ensure accurate and consistent data gathering for the annual audit process.
13. Assists the Finance Director and/or responsible for the investment of City funds in accordance with the City's policies and goals and state guidelines.
14. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

**EQUIPMENT OPERATED:**

1. standard business office equipment

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**Position Title: ASSISTANT DIRECTOR OF FINANCE**

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**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. exposure to chemicals found in an office environment
2. work at computer terminal for long periods of time
3. occasionally lift and/or move up to 15 pounds
4. occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Work Session: _____	Tabled: 10/4/2011 _____	
First Reading: _____	Referred: _____	Defeated: _____
Second Reading: _____	Adopted: _____	

**CITY OF NORWALK, OHIO  
ORDINANCE NO. 2021-053**

**AN ORDINANCE TO SET THE COMPENSATION FOR  
MANAGEMENT EMPLOYEES OF THE CITY OF NORWALK FOR  
THE CALENDAR YEARS 2022, 2023, AND 2024, REPEALING ALL  
PRIOR PAY ORDINANCES AND AMENDMENTS THERETO AND  
DECLARING AN EMERGENCY**

Being duly authorized by the Charter of the City of Norwalk, the Mayor of the City of Norwalk, on behalf of the Finance Director, does hereby respectfully propose the following legislation:

**WHEREAS**, the current compensation schedules for management employees will expire on December 31, 2021; and

**WHEREAS**, it is necessary to replace the present pay ordinance and amendments thereto in order to provide for the continued compensation of management employees of the City for the years 2022, 2023 and 2024; and

**THEREFORE BE IT ORDAINED**, by the Council of the City of Norwalk, Huron County, Ohio, to wit:

Section 1: That the compensation for Mayor shall be set pursuant to separate ordinance.

Section 2: That the compensation for Council Member is hereby set as follows:

Council members of the City of Norwalk shall receive a salary of three thousand dollars (\$3,000.00) per annum, payable in monthly installments of \$250.00 from the General Fund.

Section 3: That the compensation for Director of Finance is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2022</u>	<u>Bi-Weekly 2023</u>	<u>Bi-Weekly 2024</u>
1	3,621	3,712	3,805
2	3,396	3,481	3,568
3	3,170	3,249	3,330
4	2,937	3,010	3,085
5	2,599	2,664	2,731

Section 4: That the compensation for Assistant Director of Finance is hereby set as follows:



<u>Class</u>	<u>Bi-Weekly 2022</u>	<u>Bi-Weekly 2023</u>	<u>Bi-Weekly 2024</u>
1	2,586	2,651	2,717
2	2,184	2,239	2,295
3	2,052	2,103	2,156



# GENERAL SERVICES APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

*(Please Print)*

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_

Yes

No

Have you ever filed an application with us before?  
If yes, give date \_\_\_\_\_

Yes

No

Do any of your friends or relatives, other than spouse, work here?  
If yes, state name, relationship, and department \_\_\_\_\_

Yes

No

Are you currently employed? \_\_\_\_\_

Yes

No

May we contact your present employer? \_\_\_\_\_

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. \_\_\_\_\_

Yes

No

Commercial Drivers License? YES or NO

Circle: Class "A", Class "B", Class "C"

All applicants for employment with the City of Norwalk are hereby NOTIFIED that they may be disqualified from certain positions within the City by reason of particular criminal histories.

If you have questions or concerns about such disqualification, please consult the position description for the particular position or the Clerk of the Norwalk Civil Service Commission

THE CITY OF NORWALK IS AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Comments: Include explanation of any gaps in employment.

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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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**ADDITIONAL INFORMATION**

Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

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**SPECIALIZED SKILLS**

List skills/equipment operated

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**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____



**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(optional) SSN: \_\_\_\_\_

I certify that on \_\_\_\_\_ I witnessed the above signature.

Witness: \_\_\_\_\_

**Print Form**