



INTEROFFICE MEMORANDUM

PLEASE POST
All 09/27/2022

TO: All Department/Division Heads
FROM: Human Resources
DATE: September 27, 2022
SUBJECT: **JOB OPPORTUNITY: Director of Finance**

CLASS TITLE: Director of Finance

SALARY GRADE 26

\$39.65-\$53.43 per hour

\$3,172.52-\$4,274.81 bi-weekly

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Valid Ohio Driver's License. The position includes highly responsible professional and administrative work in direction of municipal financial operations. Responsible for directing financial planning, general accounting, budget administration, debt service management, treasury management, investment portfolio, city income tax administration, purchasing, revenue billing and payments, pre-auditing, and financial reporting. Supervision is exercised over a staff of technical and clerical personnel in the Departments of Finance and Utilities Office. Bachelor's Degree from an accredited four-year college or university with major course work in Accounting, Public or Business Administration or a related field (accounting and finance work including experience in an administrative or supervisor capacity preferred). Work requires availability for occasional, planned evening meetings. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 or employment@painesville.com **Open until filled.**

The City of Painesville is a drug & alcohol-free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM PAINESVILLE CITY HALL LOBBY OR VIA THE CITY'S WEBSITE www.painesville.com/employment . A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.



POSITION DESCRIPTION
An Equal Opportunity Employer

Position Title: Director of Finance 0300

Department: Finance **Date:** 11/12/2015

Pay Class: 26 **Exempt / Non-exempt:** Exempt

Exempt Category: Executive

General Purpose for Job: Highly responsible professional and administrative work in direction of municipal financial operations. Work involves responsibility for directing financial planning, general accounting, budget administration, debt service management, treasury management, investment portfolio, city income tax administration, purchasing, revenue billing and payments, pre-auditing, and financial reporting. Supervision is exercised over a staff of technical and clerical personnel. Work is performed under administrative direction of the City Manager, with wide latitude for the application of independent professional judgment within the framework of policy direction from the City Council.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Plans, directs, and coordinates the fiscal management program of the City.
- Supervises, reviews, and participates in the development of general procedures, methods, and evaluation of results of the various activities of a financial nature including finance administration, accounting, purchasing, treasury, cash receipts, budgeting, and utility billing and collection.
- Confers with and advises subordinates concerning difficult work problems, the development and installation of new work procedures and policies, EDP systems configuration and utilization, and appropriate methods of coordinating services, directs the continuing evaluation of financial programs and services.
- Supervises and participates in accounting procedures including the reconciliation of transactions, the preparation of required reports, and the control of receivables and payables.
- Serves as budget officer; establishes budget format, type and criteria; assists department in the preparation of budget requests; in conjunction with the City Manager appraises, adjusts, and correlates budget requests among programs and functions; compiles final budget for review by the Council; maintains budget and expenditure control.
- Supervises the maintenance of the central accounting system and general and subsidiary ledgers; directs the preparation of required financial statements and reports.
- Confers with other city officials and local, state, and federal representatives on fiscal management and problems affecting the City's financial policies and controls; advises the City Manager and City Council on financial matters.
- Responsible for the overseeing of maintenance and upkeep of Administration and Safety Center and direction of said maintenance staff.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: Graduation from an accredited four-year college or university with major course work in accounting, public or business administration or closely related field.

Experience: In accounting and finance work including experience in an administrative or supervisory capacity.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- Principles and practices of municipal finance administration and accounting.
- Principles and practices of municipal budgeting.
- Functions, structure and operating routines of municipal government.
- The laws and ordinances relating to the handling of and accounting for municipal funds.
- Data processing applications in a municipal government setting.
- Department and City policies and operating procedures*

Skill and Ability to:

- Plan, assign and supervise the work of personnel engaged in a variety of financial, clerical, and related activities.
- Develop sound fiscal systems and procedures.
- Establish and maintain effective working relationships with government officials, employees and the general public.

License or Certification Required: None

Physical Demands: Frequent bending, standing, walking and climbing stairs. Occasional lifting and pushing of light to moderate weight (2-19 pounds).

Scheduling Demands and Constraints: