

**The City of Olmsted Falls is seeking an Assistant Finance Director.**

Qualified applicants shall have sufficient knowledge and experience in governmental accounting and/or finance and accounts payable. The Assistant Director of Finance will provide evidence of either a license as a certified public accountant, with at least three (3) years' experience in municipal government accounting, or bachelor's degree with a major in finance or accounting or closely related field and shall have no less than five (5) years of accounting experience.

Starting rate is up to \$65,000, or commensurate with experience. Applications can be obtained on the City of Olmsted Falls website at [www.olmstedfalls.org](http://www.olmstedfalls.org). Applications and/or resumes must be submitted no later than 4:00 p.m. on November 25, 2022, by mail to Olmsted Falls City Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138, to the attention of Cory Swaisgood, or by email to [cswaisgood@olmstedfalls.org](mailto:cswaisgood@olmstedfalls.org).

The City of Olmsted Falls is an equal opportunity employer.

## **POSITION DESCRIPTION**

Class Title:	Director of Finance	Union Status:	No/Exempt
Department:	Finance Department	Location:	City Hall
Date:	November 11, 2022	Pay Range:	Up to \$65,000, or commensurate with experience

### **GENERAL PURPOSE:**

The duties of this position are to assist the Finance Director in the performance of all duties set forth in Article VIII of the City Charter. In addition, there may be other duties assigned by the Finance Director and/or the Mayor in support of the administration and/or Council, including, but not limited to, duties identified in Chapter 880 of the Business Regulation and Taxation Code.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Finance Director, City Mayor, and the recommendations of the State Auditor's Office.

### **SUPERVISION EXERCISED:**

Exercises general supervision over the Finance staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the direction of the Finance Director, the following duties and responsibilities apply:

- Responsible for assisting the Finance Director in managing, directing, and supervising the activities of the Finance Department and for performing professional-level accounting analysis
- Provides input to policy development/revision activities and is expected to explain/interpret policy to other employees in various City departments
- Provides employee packets to newly hired staff and assists with insurance policy options
- Work with insurance brokers to gather information for new insurance policies and distributes policy information for health insurance to coordinate open enrollment
- Communicates COBRA insurance information with terminated employees when necessary
- Involved with the planning, development, implementation, operation and coordination of information systems related to electronic data activities, including network applications and personal computer (PC) applications with the contracted IT consultants
- Establishes recommendations for short-range and long-range planning related to automation, future systems, and technology within the City.

- Assists with the preparation of the GAAP financial statements to ensure compliance with the Governmental Accounting Standards Board (GASB) statements including gathering data to complete the statements in an accurate and timely manner; providing information and support to departmental staff to comply with regulatory requirements; and planning, scheduling, and coordinating work to complete assigned projects
- Serves as liaison in assisting annual auditing process
- Communicates with all departments to assign purchase orders to initiate procurement
- Verifies proper authorization for purchases and prepares purchase orders
- Processes invoices for payment upon related director approval
- Provides copy of accounts payable check registers to the Clerk of Council to be included in the City Council Pay Ordinance for approval
- Receives monies from the city departments and various outside agencies, prepares pay in receipts and deposit slips
- Shares the duty of recording and depositing monies received with the Payroll Specialist
- Reconciles, records and distributes monies collected by the Mayor's Court
- Assists residents with municipal income tax returns and statements
- Communicates with the Regional Income Tax Agency to resolve outstanding balances
- Prepares monthly invoices, including rent and utilities, for tenants leasing city property
- Coordinates grant writing and reporting (expenses, receipts and reimbursement requests) with the awarding departments
- Shares the duties of preparing monthly bank reconciliations and month end closing procedures
- Communication with general public, auditors, other City employees, and vendors to acquire or provide information and resolve day-to-day operation procedures and problems
- Assist the Finance Director with City Council reporting
- Coordinates functions and tasks with other departments and agencies
- Additional duties performed include: reporting problems and recommending alternative solutions; and compiling data and preparing financial reports as requested by other departments.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### Education and Experience:

- Bachelor's Degree in Finance or Accounting or closely related field (CPA preferred but not required)
- At least three (3) years of experience in government accounting, auditing, budgeting, or closely related activity
- No less than five (5) years of finance or accounting experience

Knowledge of:

- Generally accepted accounting principles and theory
- Government Auditing Standards
- Government system of accounts, funds, and revenue sources
- Policies and operating procedures of government accounting systems
- Rules and regulations regarding receipt of Federal, State, and other grants
- General trends and current developments in governmental accounting
- Research methods and techniques
- Cost accounting principles
- Basic data processing procedures, operations, data flow and records maintenance
- Records retention laws and policies and procedures

Ability to:

- Work independently without detailed written instructions
- Make critical decisions involving grant administration and general ledger maintenance
- Examine, interpret and verify a variety of financial documents and reports
- Maintain and reconcile accounts
- Analyze and evaluate accounts-related problems to determine possible solutions
- Develop/revise operating procedures to facilitate completion of work in the Finance Department
- Interact with City officials, co-workers, other management staff, and the general public to establish and maintain effective working relationships
- Respond to residents requests for information and assistance

#### **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 require 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 settings. The noise level in the work environment is moderately quiet.

Employee is eligible to work remotely, when needed and appropriate.

**SELECTION GUIDELINES:**

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

**OTHER**

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**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.