

VILLAGE OF NEWTON FALLS

The Village of Newton Falls, OH is seeking qualified applicants for the position of Director of Finance. Applications will be accepted until the position is filled. Interested applicants should send a letter of interest and resume to the Newton Falls Clerk of Council at cityclerk@newtonfallsoh.gov.

DIRECTOR OF FINANCE

POSITION DESCRIPTION

The Director of Finance (The Director) is part of the Administrative Team of the Village of Newton Falls, and has general charge of the administration of the financial affairs of the Village. This position is appointed by the Village Council and is subject to Council's supervision.

The Director is required to:

- 1) Assist the Village Manager in preparing and submitting the current income and expense estimates for the budget;
- 2) Supervise and be responsible for all fees and revenues due the Village;
- 3) Supervise and be responsible for the disbursement of all monies and control all expenditures so that appropriation and cash resources are not exceeded;
- 4) Maintain a general accounting system for the Village government; keep accounts for and exercise budgetary control over each office, department and agency; keep separate appropriate accounts, each of which shall show the amount of appropriation, the encumbrances thereon, the amounts expended therefrom, and the unencumbered balance therein; require reports of receipts and disbursements from each receiving and disbursing agency of the Village government at such intervals as the Director may deem expedient and in such form as required by the Director;
- 5) Submit to the Village Manager, Village Council, and upload on the Village webpage financial reports comprised of a Statement of Cash Position, Bank Report, Expense Report, Expense Audit Trail, Revenue Report and Revenue Audit Trail not less often than monthly and in sufficient detail to show the financial condition of the Village;
- 6) Prepare and deliver to Village Council, as of the end of each fiscal year, a complete financial statement and report;
- 7) Have custody of all public funds belonging to or under control of the Village or any office, department or agency of the Village government and deposit said funds in such depositories as may be designated by resolution of the Council;
- 8) Supervise and train as necessary the staff of the Income Tax, Finance, and Utilities regarding Electric, Water, Sewer and Solid Waste billing;
- 9) Assist consultants in preparing financial reports in accordance with Accepted Governmental Accounting Principles;
- 10) Perform other related duties as assigned by Village Council or the City Manager.

QUALIFICATIONS

The Director should have a strong background in accounting and significant experience in public entity/public sector accounting. At least three (3) years of experience working for or with public entities in a fiscal position is required. A bachelor's degree in accounting or finance, or an associate degree with extensive experience, is required. Proficient with Microsoft Office Word and Excel. Experienced with Software Solutions Egov Financial Software preferred.

The position includes medical benefits, paid vacations and sick leave, and Public Employees Retirement System (OPERS) contributions. Equal Opportunity Employer.