

## **City of Munroe Falls - Finance Director Job Description**

### General Description of Work:

Oversees Finance Department and all accounting functions

### Major Duties:

- Directly supervise payroll, accounts payable, and accounts receivable
- Prepares and monitors annual budget, future projections
- Maintain fiscal records and facilitates the annual financial audit, assists with compilation of financial information for GAAP reporting
- Prepares monthly financial reports for City Council
- Reconciles cash/investments to fund balance monthly, oversees investments and maintains appropriate cash flow for City bank accounts
- Maintains the City's Chart of Accounts
- Prepares appropriation resolutions as necessary
- Works with Law Director on preparation of resolutions relating to contracts, salaries, contracts, and other financial related matters
- Attends Finance Committee meetings and reviews monthly financial reports with Council
- Prepares certificate of estimated resources, and sends requests for amendments to the County Fiscal Office, as needed
- Tracks inventory and capital assets, additions, deletions and maintains schedules
- Maintains debt schedules and investment schedules
- Oversees health care coverage and negotiates contracts for ancillary benefits
- Works with HR consultant to update personnel handbook and policies as needed
- Communicates new policies to employees
- Responsible for enforcement of the City's income tax ordinance and responds to requests for interest and penalty abatements. Corresponds with third party administrator to resolve income tax issues.
- Oversees Administrative Clerk duties, reviews minutes for accuracy, performs duties as Clerk of Council
- Implements accounting software updates with vendor as needed. Oversees IT contractual services and coordinates system updates
- Ensures proper internal controls procedures are in place over financial reporting

### Education/Experience:

Bachelor of Science in Business Administration/Finance/Accounting  
3-5 years experience in Supervisory or Management role, with governmental accounting background and understanding of ORC budgetary laws preferred; working knowledge of Excel spreadsheets, accounting software, and general office equipment.

Please send a letter of interest and resume to the City of Munroe Falls at [admin@munroefalls.com](mailto:admin@munroefalls.com).