

**Position Title:** Finance Director

**FLSA Status:** Exempt/Not Eligible for Overtime

**Reports To:** Mayor

**Department:** Finance Department

**Salary:** Commensurate with experience. Range from \$90-\$95,000.

### **General Purpose**

Provides strategic oversight and management of all financial activities for the City, including budgeting, financial reporting, forecasting, utility billing, income tax administration, budgetary accounting, internal controls, accounts payable and payroll.

### **Essential Position Functions**

1. Analyzes complex financial information from multiple sources and provides strategic recommendations to ensure sound financial practices across the City.
2. Provides strategic financial analysis and recommendations to Mayor to support their overall oversight and understanding of the City's financial operations
3. Coordinates the preparation of the annual appropriations budget.
4. Gathers information from various departments and outside agencies to develop all revenue estimates for the General and Non-General Funds.
5. Develops financial models which are used to manage spending levels, achieve targeted fund balances, establish tax and utility rates and determines the required amount of operating transfers.
6. Develops various financial reports, spreadsheets, charts etc. to keep the Mayor, Administration, and City Council informed as to the financial condition and needs of the City.
7. Develops and provides the Mayor, City Council, and Administration with long term revenue and expenditure forecasts to be used for strategic decision making and capital investment planning.
8. Develops monthly General Fund budgets and provides City Council with a monthly budget versus actual report and explanations of variances.
9. Works with the finance team to prepare annual financial reports in compliance with Generally Accepted Accounting Principles (GAAP).
10. Designs processes and controls to ensure efficient and effective financial operations. Enforces the City's budgetary, purchasing and payroll policies and procedures.
11. Serves as the City's liaison to outside auditors and coordinates the City's compliance with the annual audit. Also reviews recommendations from outside auditors made as a result of their audit(s); and works with the administration to develop strategies for implementation of selected recommendations.
12. Works with the Regional Income Tax Agency (RITA) to develop and implement policies and procedures to inform taxpayers of their local tax obligation and to ensure their compliance.
13. Reviews delinquency reports from RITA and makes determinations regarding the filing of criminal charges in the Sheffield Lake Mayor's Court for failure to file required tax returns. Reviews individual cases and makes determinations in response to requests from taxpayers for waivers of penalty and interest.
14. Work with the City's building department and RITA to identify transient contractors and subcontractors working in the City and to collect the proper withholding tax from them.
15. Works with the administration to develop effective plans for risk management and health insurance and other benefits for the City's employees. Supervisory Responsibilities: Oversees end to end process and the financial operations of the City including payroll, accounts payable and utility billing. Manages and supervises the Finance Team. Interviews, hires and trains employees; plans, assigns and directs work; conducts performance appraisals; motivates, and when necessary, disciplines employees; addresses complaints and resolves problems. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Desired Minimum Qualifications:**

- Bachelor's degree in accounting, finance or closely related field .
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) preferred but not required.

**Other Qualifications:** Must understand public sector accounting principles. Must be familiar with the tax codes of the State and City.

If interested please email resume to Mayor Rocky Radeff at [Rradeff@sheffieldlake.net](mailto:Rradeff@sheffieldlake.net).