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Finance Director

Description

The Finance Director is responsible for ensuring that the City's finances are in compliance with local, state and federal regulations, as well as with professional standards for municipal financial management. The Finance Director administers the City's budget, manages the City's financial accounts, and performs financial planning functions for the City. The Finance Director assists in the preparation, and presents legislation pertaining to various financial matters to City Council. The Finance Director assists the Mayor in community and economic development functions, and serves as the City's Income Tax Administrator. The Finance Director provides general supervision to the Deputy Director of Finance, who is responsible for supervising the accounting and clerical staff in the department.

Responsibilities

- **Budget Administration (40%)**
 - Reviews and approves all purchase requisitions, payrolls, bills and other financial claims against the City*
 - Assists Finance staff in determining appropriate line-items for accounting*
 - Monitors all department budget accounts to ensure accounts transactions are accurate and within appropriation authority*
 - Prepares and presents various records and reports to summarize financial plans and activities to Mayor, Department Directors and City Council
- **Financial Planning (20%)**
 - Coordinates efforts with Mayor and Department Directors to research, analyze, develop and present strategic financial goals and projections*
 - Prepares debt projections and schedules
 - Monitors the City's investment funds and diversification; makes recommendations for changes to investments as appropriate*
 - Performs other related duties as required*
- **Financial Management (20%)**
 - Monitors all financial accounts of the City, including taxes and assessments, monies due and all receipts and disbursements
 - Develops projections of and monitors the City's income tax revenues, property tax revenues, grant revenues, and state-shared revenues
 - Represents the City to various financial institutions, regulators and auditors
 - Enters into financial contracts with service and equipment providers and labor unions*
- **Legislative administration (10%)**
 - Drafts legislation for appropriations and transfer of funds
 - Reviews proposed legislation pertaining to debt, appropriations,

Employment Type

Full Time Salary Exempt

Beginning of employment

Looking to fill position immediately.

Duration of employment

Permanent.

Industry

Government and Accounting.

Job Location

Macedonia

Working Hours

Regular business hours (minimum 8 hours per day and 40 hours per week) or as directed by supervisor; overtime as needed or directed.

Salary Range

\$ 61,859.20 - \$ 111,425.60

Date posted

January 24, 2019

Valid through

February 16, 2019

awarding
of contracts, project bids and personnel appointments to ensure
accuracy
and compliance of legislation with projected revenues, fund
balances and
relevant regulations

- Coordinates efforts with City officials to prepare and present legislation
- Attends City Council and committee meetings to explain proposed legislation, respond to questions or concerns and researches inquiries as needed to support proposed legislation
- **Economic and Community Development (5%)**
 - Coordinates efforts with various businesses and members of the City's administration to identify funding sources for economic and community development initiatives
 - Perform various administrative tasks to obtain and manage various funding sources and vehicles including enterprise zones, Joint Economic Development Districts and other
- **Supervision and Miscellaneous (5%)**
 - Provides general supervision to Deputy Director, accounting and clerical staff; conducts staff meetings and disseminates policies and information
 - Establishes and implements policies, procedures and performance standards
 - Monitors effectiveness of staffing levels, work assignments and procedures; modifies as needed to maximize efficiency of department's operations*
 - Performs the duties of staff as needed to maintain department operations
 - Attends meetings and training as needed or directed*
 - Performs other related duties as required*

Education

- Requires either a bachelor's degree with a major in finance or accounting

Experience

- At least five (5) years finance and accounting experience with at least two of such years working in governmental finance or accounting, or Certified Government Financial Manager, Certified Public Finance Officer or Certified Public Accountant, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

Disqualifications.

- An individual who poses a threat to himself/herself or others will be deemed not qualified for the position.

Contacts

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