

JOB DESCRIPTION



Position: Director of Finance
Department: Finance
Date:

Classification: Salary-Exempt
Location: City Hall Annex

GENERAL PURPOSE

The Director of Finance is the fiscal officer of the City, directs the Finance Department; serves as financial advisor to the Mayor, Council, and City Administrator; and ensures compliance with the City Charter, State and Federal Laws.

SUPERVISION RECEIVED

Mayor

SUPERVISION EXERCISED:

Tax Commissioner, Finance Techs I & II for Income Tax & Part Time Income Tax, Payroll Manager, Sewer Revenue Manager & Finance Techs I & II Sewer Revenue, Accounts Receivable, Accounts Payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Finance shall be the chief fiscal officer of the City and shall have the following powers, duties and functions:

1. To collect, on behalf of the City, all taxes, assessments and moneys due; disburse funds; invest funds when available for investment; maintain an efficient general account system and specify and supervise departmental accounting, including invoicing, receiving and where appropriate, cost accounting systems; and represent the City with other governmental fiscal agencies.

2. To report, for the Council in a form Council may specify, the current financial status of the City on a monthly basis; provide Council all supporting financial information requested for consideration of the annual budget and appropriation ordinance; and make a yearly report covering all accounts and obligations of the previous fiscal year.

3. To serve as fiscal advisor to the Mayor, City Administrator, and the Council; to assist the Mayor in the preparation of the yearly budget, appropriation measures and statements of anticipated income, and to perform any other powers, duties or functions assigned to the Director of Finance by ordinance, resolution or charter

4. All other duties and functions now or hereafter imposed on city auditors and treasurers by the laws of the State of Ohio that are not in conflict with the provisions of the Charter.

5. Primary contact for preparation of annual financial statements in compliance with GAAP, and primary contact with external audit. Prepares financial information for bond issuance and bond continuing disclosure statements.

6. Attend Council committee meetings, as well as City Council Meetings held normally the 1st and 3rd Monday of the month; and attend any other functions as requested by the Mayor and/or Council; when needed assist's in the development of information used to conduct wage and benefit negotiations with all collective bargaining units of the City; all other duties as assigned by the Mayor. The Director of Finance shall designate a person to serve as Acting Director of Finance in the event of the temporary absence or disability of the Director of Finance. Attend training required by the State of Ohio, and any other needed training to maintain compliance for the City of Tiffin.

PERIPHERAL DUTIES

Member of the Tax Incentive Review Council for City of Tiffin and Seneca County, Board of Control, and Records Commission.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's Degree in Accounting; Business or Related Field.
- (B) 3-5 Years public sector finance experience preferred, or an equivalent combination of education, training and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of accounting principles, practices, methods, functions and procedures.
- (B) Ability to communicate effectively, establish and maintain effective working relationships with superiors, City Council, employees, vendors, and the general public.

SPECIAL REQUIREMENTS

Bondable; appointed by Mayor with a majority of Council Approval

The duties listed above are intended only as illustrations 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature:
Supervisor/Dept. Head

Signature:
Employee:

Effective Date:

Revision History: