

## City Finance Director

The City of Napoleon is currently accepting applications for the position of City Finance Director. This position is directly responsible for planning, directing, organizing, and coordinating all financial activities of the City including general accounting, capital financing, payroll, risk management, budget preparation, tax collection, fixed asset control and ensuring ongoing and documented compliance with all governmental financial and accounting regulations, policies and procedures. Job requirements include a Bachelor's degree in accounting, three (3) to five (5) years of related work experience in public finance administration and a valid State of Ohio Driver's License. This is a full-time position with a starting annual salary of \$75,000 to \$100,000 depending on experience. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., PO Box 151, Napoleon, Ohio, 43545 and from [www.napoleonohio.com](http://www.napoleonohio.com) under Human Resources. A properly completed notarized application must be returned to the above address with a Resume and Cover Letter by 12:00 p.m. on Friday, January 25, 2019 to be considered. The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon  
**City Finance Director**

**Department:** Finance  
**Reports To:** City Council  
**FLSA Status:** Salaried (Exempt)  
**Civil Service:** Un-Classified (Non-Competitive)  
**Union:** Non-Bargaining  
**Approved By:** City Council  
**Approved Date:** January 7, 2019

**SUMMARY**

The City Finance Director is a city charter position appointed by City Council. The duties of this official are performed in accordance with home rule pursuant to the City Charter, City Code and Ohio Revised Code Statutes. The City Finance Director is chief accounting, financial and fiscal officer of the City who performs highly responsible administrative work in planning, organizing, coordinating and directing all financial activities of the City. City Finance Director is assigned powers and duties of City Auditor, City Treasurer and is the Appointing Authority for the Department of Finance. This position is responsible for the accounting, budgeting, collection, control and proper use for all City Funds. Performs managing duties for the Finance Department, including hiring, firing, directing and evaluation of employees, setting rates of pay, determining work techniques and counter signs all issued debt for the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned not specifically listed here:

- Responsibility for planning, directing and supervising personnel in all operational activities for the Department of Finance.
- Attends council meetings and committee meetings participating in discussions.
- Certifies funds for purchases, issues check warrants for all payroll, fringe benefits and the purchase of goods and services for the City.
- Oversees and directs all manual and automated financial systems and other computer operations in the Finance Department, including the divisions of Payroll, Accounts Payable and Receivable, Utility Billing, Income Tax and Recorder/Records functions.
- Processes citizen, council and department requests.
- Makes recommendations on City policy to City Council and implements policy directed by City Council.
- Supervises the preparation of legal and other documents necessary on bond and note debt issues, maintains debt schedules and payments.
- Prepares working detailed budgets for all city funds and coordinates budget information and submission process with the City Manager, Mayor and Council.
- Directs, monitors and authorizes investments of all City funds.
- Negotiates financial contracts.
- Coordinates claims filed for general property and casualty claims; oversees City health insurance programs and insurance pools.
- Directs the establishment of all general ledgers, revenue and expenditure accounts, maintains contracts and other files and audits the postings of monthly entries.
- Directs the preparation of the Annual Financial Reports for both GAAP Reporting to the State of Ohio and CAFR Reporting for audit and general distribution.
- Responsible for keeping accountability, security and reporting of all assets for the City.
- Maintain cooperative and effective working relationships with the City Council, the City Manager, the City Law Director, department heads and employees. Demonstrate and model excellent customer service to all vendors, businesses and city residents.
- Provides City Council and others with timely and informative financial and special reports or statements.
- Work is reviewed by City Council and through independent post audits by the State of Ohio.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Comprehensive knowledge of City, State and Federal Laws, regulations, principles, policies and procedures of bookkeeping, treasury, accounting functions for Municipal Governments, Fund Accounting, GAAP and CAFR Reporting.
- Knowledge of budgetary principles and practices.
- Thorough knowledge of professional and modern office practices, accounting practices and reporting.
- Knowledge of clerical methods used in keeping fiscal accounts, receipting and expensing monies.
- Ability to maintain issue confidentiality.
- Ability to operate computer and office equipment, including software such as Microsoft Office and CMI software.
- Familiar with meeting procedures and Roberts Rules of Order.
- Ability to prepare informative financial reports.
- Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors.
- Ability to perform fiscal planning and advise the City Council on the formulation of fiscal policy based on good professional judgment.
- Ability to supervise and direct the work of subordinate personnel as well as create an environment in which subordinates are rewarded for accomplishment of group and individual goals.
- Requires considerable independent judgment and initiative.
- Good knowledge of business arithmetic and the methods used in keeping fiscal accounts, tax records, tax auditing and general auditing procedures.
- Ability to analyze and determine solutions to complex problems.

## **EDUCATION and/or EXPERIENCE**

- Three (3) to five (5) years experience in public finance administration including experience in local municipal government in a responsible professional or supervisory capacity.
- Graduation from a college or university of recognized standing with major work in accounting or business or public administration (preferably a minimum of a four year degree or higher) or any equivalent combination of experience and training which provides the required knowledge's, skills and abilities.

## **LANGUAGE SKILLS**

- Must be fluent in both written and spoken English.

## **REASONING ABILITY**

- Thorough knowledge of laws, regulations, policies and procedures covering City Finances.
- Ability to understand and carryout complex oral and written directions.
- Ability to analyze and determine solutions to complex problems.

## **PHYSICAL DEMANDS**

- Must be able to lift up to forty (40) pounds.

## **WORK ENVIRONMENT**

- This job must be performed on-site unless otherwise directed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.