



## *Heartland Values, Flowing Opportunities*

Employment Opportunity – Join the City of Napoleon

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### **ASSISTANT FINANCE DIRECTOR**

The City of Napoleon is accepting applications for an Assistant Finance Director. This position is responsible for assisting the Finance Director with the financial management of the City, ensuring accurate, timely and objective financial data, maintain accurate records and responsive customer service. Responsibilities include various administrative functions including managing daily fiscal operations, budget development and management, revenue and expenditure account maintenance, and bank reconciliation. The ideal candidate must be a team player, ability to multi-task and possess a solid background and knowledge of governmental fund accounting.

Candidates must have a

- Education in Accounting, Finance, or Business Administration (Bachelor's degree preferred);
- Three to five years of relevant experience, and
- A valid State of Ohio Driver's License.

The annual salary range is \$78,000 to \$90,000, depending upon qualifications and experience. A completed application must be returned to City of Napoleon, 255 W. Riverview Ave., PO Box 151, Napoleon, OH 43545 with a resume and cover letter by 4:00 p.m. on Friday, September 24, 2021.

Learn more about this job opportunity, complete job description and employment application by visiting [www.napoleonohio.com](http://www.napoleonohio.com).

## Assistant Finance Director

<b>Department:</b>	Finance
<b>Reports To:</b>	Finance Director
<b>FLSA Status:</b>	Salaried (Exempt)
<b>Civil Service:</b>	Classified (Non-Competitive)
<b>Union:</b>	Non-Bargaining
<b>Approved By:</b>	Greg Heath, Finance Director
<b>Last Updated:</b>	April 5, 2017

### SUMMARY

Performs highly responsible clerical account bookkeeping, treasury and accounting functions in the Administrative Division of Finance. Assistant Finance Director is responsible for planning, directing, supervising, coordinating and performing the accounting tasks in maintaining major bank, fund, revenue and expenditure accounts for the City, assists in treasury functions and keeping minutes of City proceedings, records maintenance and a variety of other functions related to all Finance operations. The Assistant Finance Director exercises supervision and job assignment duties over assigned Finance Department Division personnel when directed or acting in place of the Finance Director.

The Assistant Finance Director directly participates in the hiring, firing, advancement, promotion or any other change of status of Finance Department Personnel.

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

- Requires contact with other government officials, business leaders and the general public.
- Responsible for planning, supervising personnel and performing all operational activities involved in the day-today operations of the Administrative Division in the Department of Finance.
- Supervises, oversees and assigns duties to other divisions in the Finance Department.
- Establishes all general ledger, revenue and expenditure accounts.
- Posts general ledger, revenues and expenditures to proper accounts, determines and updates monthly journal postings.
- Computes and posts distributions of shared expenditure accounts including any revolving accounts, assessment rolls and maintain debt payment schedules and requisitions timely payments for City debt and related services.
- Prepares routine and special reports for the Finance Director, Department/Division Heads, City Manager, Mayor and City Council.
- Assists in the preparation and posting of Annual City Budget, prepares annual budget for the Administrative Division of Finance and others as directed.
- Keeps minutes of City proceedings as needed.
- Reviews assigned work in process and at completion verifies accuracy and appropriateness.
- Writes and interprets work procedures and assigns work to subordinates.
- Reviews and approves Divisional employee time and pay records, participates in the interview process for prospective employees and participates in employee performance appraisals.
- Requisitions Division and Department supplies and materials.
- Performs other duties as required by the Finance Director.
- Acts in the place of the Finance Director for all Finance Department functions, including authority to sign Payment Warrants and other financial documents.
- Responsible for the setup and maintenance of City accounts, bookkeeping and treasury functions for all City funds and banking.

- Oversees the annual audit and the processing, auditing, collection and disbursements related to the City's Budgetary Accounting System, Central Billing and Receipting System, Fixed Asset System and other general report preparation and dissemination.
- Acts as City Treasurer in the counting and depositing of City Funds.
- Maintains assessment rolls, fixed asset records, general inventory records and other records as needed.

## **QUALIFICATIONS**

- Thorough knowledge of City, State and Federal laws, regulations, policies and procedures on handling of public monies including Fund Accounting, GAAP and GAFR Reporting.
- Thorough knowledge of City, State and Federal laws, regulations, policies and procedures of bookkeeping, treasury and accounting functions for Municipal Government.
- Good knowledge of professional accounting practices and reporting.
- Knowledge of clerical methods used in keeping fiscal accounts, receipting and expensing monies and audit practices.
- Good working knowledge of automated computer systems.
- Good knowledge of business arithmetic and English.
- Good knowledge of meeting procedures.
- Ability to get along well with other employees and the general public.
- Clerical aptitude with ability to record minutes.
- Ability to supervise and direct the work of subordinate personnel.
- General knowledge of the operations in Budgetary Accounting, General Ledger, Fixed Assets, Billing and Receipting, Payroll, Income Tax and Utility Billing Systems.

## **EDUCATION and/or EXPERIENCE**

- Graduation from a business school or college in bookkeeping or accounting, accounting, business or public administration (prefer a minimum of a four (4) year degree or higher).
- Extensive experience in the performance of moderately difficult bookkeeping and accounting tasks.
- Considerable experience in modern office practices, automated systems and procedures, accounting principles and practices.

## **LANGUAGE SKILLS**

Must be fluent in both written and spoken English.

## **MATHEMATICAL SKILLS**

- Good knowledge of business arithmetic and the methods used in keeping fiscal accounts, tax records, tax auditing and general auditing procedures.
- Skill in making a variety of mathematical calculations.
- Ability to analyze and determine solutions to complex problems.

## **REASONING ABILITY**

- Thorough knowledge of laws, regulations, policies and procedures of income tax division and utility billing pertaining to billing, collection and customer services.
- Ability to understand and carryout complex oral and written directions.

## **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.