

**Position: Director, Finance****Reports to: Mayor****2025 salary range: \$69,992 - \$129,355.20****Summary of Duties**

Reporting to the Mayor, this position is responsible for the overall safekeeping of the City's financial assets, including maximizing the return on those assets, by establishing financial policies, procedures, controls and reporting systems. The Director oversees the City's general cost and accounting functions (accounts receivable/payable; payroll; purchasing; risk management; etc.) and ensures that all accounting and financial reporting functions of the City are compliant with legal and regulatory requirements.

The Director of Finance shall also provide guidance to the Mayor, Directors, Council, boards and commissions regarding financial issues, operations of the City, and the use of public funds. The Director of Finance shall also, upon request of the Mayor or the President of City Council, attend additional meetings where the Director's input is required.

The Director is responsible for the overall supervision of department personnel, including but not limited to hiring, training, development, job assignment, coaching, counseling, managing performance, and discipline.

The Director consults with City staff, officials, citizens, and community organizations to further the City's objectives, policies, services, and needs; and recommends changes in policy, procedure, and program development and implementation.

Essential Functions

- Serves the Mayor, and Council as financial advisor in connection with the City's financial affairs. Assists the Mayor and Council in the preparation of estimates, budgets and appropriations, etc.
- Monitors the financial condition of the City by collecting, interpreting, and reporting key financial data; keeps the financial accounts of the City and the several departments and officers thereof.
- Maintains an accurate account of all taxes and assessments, of all monies due to and all receipts and disbursements by the City, of all the assets and liabilities of the City, and of all appropriations made by Council.
- Examines and approves, if in proper form and an appropriation has been duly made, payrolls, bills and other claims, and prepares and signs all warrants.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Directs and administers project accounting and financing, including placement of debt, sale of bonds, in conjunction with short and long term strategic financial planning, etc. Coordinates with legal counsel on debt issuance and annual filings.
- Ensures compliance with federal, state and local legal requirements by researching new legislation, consulting with outside advisors, and filing financial reports. Advises Mayor and/or City Council of actions and potential risks.
- Performs and/or provides oversight to staff in the performance of general accounting duties and related tasks.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Manages the activities of the Finance Department personnel, including the administering of

discipline, evaluating performance, approving or denying leave requests, etc.

- Interviews and recommends the hiring or rejection of job applicants.
- Participates in collective bargaining by providing requested and/or relevant data and/or other information and serving as a member of the management team, in order to ensure the financial integrity of the City.
- Prepares and submits financial reports and documents required by local, state, and federal regulatory agencies.
- Prepares monthly financial activity reports, including month-end journal entries; reconciles bank accounts; and prepares year-end financial statements and documentation for GAAP compliance.
- Coordinates and assists auditors with annual examinations.
- Manages the investment of City funds with banks to maximize returns and ensure adherence to ORC guidelines and the City's Investment Policy. Maintains necessary credentials from the Center for Public Investment Management (CPIM).
- Serves as the administrator of Taxation, maintaining accurate records and reporting all tax revenues received. Enforces the payment of all taxes owed to the City and upholds rules and regulations related to tax collection. Approves requests for refunds and waivers; responds to taxpayer complaints. Also, administers the City's RITA account.
- Coordinates with department heads to gather background information and develop the City's operating and capital budgets; presents these budgets for review by the Finance Committee and approval by City Council.
- Attends City Council meetings to provide information, express concerns, and recommend measures for adoption.
- Represents the City and Finance Department at a variety of public and other meetings, including NORMA.
- Demonstrates regular and predictable attendance.
- Attends meetings, seminars, and training sessions to improve operations, build knowledge, and keep abreast of trends and developments in the field of municipal finance.
- Maintains memberships in professional organizations
- Work schedules may include weekends, evenings, early morning hours, and holidays as required.
- Other duties and projects as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Governmental accounting and payroll standard programs, practices and procedures.
- Extensive knowledge of principles, methods and practices of finance as well as laws and ordinances affecting finance, budgeting, accounting, and auditing
- Public sector employment record keeping and reporting requirements and procedures and ability to institute and maintain complete, legally compliant, and accurate records and information.
- Computer and systems software including VIP, Microsoft Office (Word, Excel, Outlook, etc.) and ability to operate same including office equipment.
- Direct management responsibility in a professional planning context with the ability to plan, organize direct and review work of subordinate employees
- Demonstrated leadership ability to build and guide teams to deliver project
- Organizational skills in a team environment
- Strong communication skills, both written and verbal

- Working knowledge of municipal government operations

Ability to:

- Perform a broad range of administrative and management responsibilities.
- Comprehend and make inferences from material written in the English language.
- Communicate orally in the English language with customers, clients, agencies, and the public using a telephone, and in group and face-to-face, one-on-one settings.
- Possess substantial mathematic aptitude and attention to detail and accuracy.
- Establish and maintain cooperative working relationships and credibility with employees, department heads/supervisors, co-workers, City officials, residents and various business or agency representatives.
- Communicate effectively in written and verbal forms, effectively respond to internal and/or external inquiries and make effective public presentations. Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Observe, compare, or monitor data to determine compliance with prescribed operating standards, program regulations, or contractual requirements.
- Review or check the work products of others to ensure conformance to standards.

Additional Requirements:

Bachelor's degree in Finance, Accounting or Business Administration or related field with five (5) years' of demonstrated public sector experience, Certified Public Accountant certification and municipal government experience preferred. Other combinations of experience and education that meet the minimum requirements may be substituted.

Valid Ohio driver's license required, with an acceptable driving record. This position requires the use of personal or City vehicles on City business. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

This position will require the performance of other essential and marginal functions depending upon business needs.

Selection Guidelines

Formal application, evaluation of education and experience, oral interview, reference check, pre-employment drug screening and background check, and any related test to demonstrate the ability to perform essential duties.

This document is not designed to cover or contain a comprehensive and required listing of activities, duties or responsibilities. Duties, responsibilities and activities may change at any time with or without notice. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer with or without notice.

City of Maple Heights Charter, Article XI:

The Finance Director shall cause an accurate account to be kept of all taxes and assessments; of all money due to and all receipts and disbursements by the Municipality; of all assets and liabilities of the Municipality; and of all appropriations made by the Council. The Finance Director shall at the end of each fiscal year, and at other times required by Council, audit the accounts of the several departments and officers, and shall audit all other accounts in which the Municipality is interested. The Finance Director shall prepare the annual budget. The Finance Director may prescribe the form of reports to be rendered to his or her departments and the method of keeping accounts of all other departments. The Finance Director shall, upon the death, resignation, removal or expiration of the term of any officer, audit the accounts of such officer, and if such officer shall be found indebted to the Municipality, the Finance Director shall immediately give notice thereof to the Council and the Director of Law, and the latter shall forthwith proceed to collect same.

The Finance Director shall be the custodian of all moneys of the Municipality; keep and preserve the same in such manner and in such place or places as shall be determined by the Council; pay out money only on warrants issued by the Finance Director; keep a detailed record of all disbursements and a record of expenditures from the various appropriation funds.