

The CITY OF FOSTORIA, OHIO is in search for a Director of Finance. Qualified candidates can submit their resume and cover letter to the City Council Clerk, Tami Drake (tdrake@fostoriaohio.gov).

TITLE: Director of Finance

DEPARTMENT: Department of Finance

REPORTS TO: City Council (HR/employment functions)
Finance Committee (Fiscal reporting functions)

POSITIONS SUPERVISED: Finance Department
Tax Department

EMPLOYMENT STATUS: Full time, exempt

ANNUAL SALARY RANGE: \$46,500.00 to \$75,000.00

BENEFITS: Commensurate with AFSCME 811 contract for full time employees.

GENERAL DESCRIPTION

The Chief Fiscal Officer of the City, the Director of Finance performs all duties imposed on city auditors and treasurers under the laws of the State of Ohio (ORC), the Charter of the City of Fostoria, and the Codified Ordinances of the City of Fostoria; manages all aspects of the City's financial department including but not limited to: budgeting, accounting, financial reporting, procurement, tax collection, payroll/benefits, investments, revenue sharing, grant and loan administration and performance management; acts as the fiscal advisor to the Mayor, Safety Service Director, and City Council; and represents the City with other fiscal agencies.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in accounting, finance, business or public administration, or closely related field, or an equivalent combination of training and/or job experience in fund accounting (Master's degree preferred)
- Extensive knowledge of rules and regulations set forth by the Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP)
- Preferred certification as a Public Accountant (CPA), Public Finance Officer (CPFO), or Government Financial Manager (CGFM)

- The Director of Finance will be required to hold or obtain (within 90 days from hire) Public Investment continuing education certification from the Ohio Treasurer of State

REQUIREMENTS

- Must be an elector of the State of Ohio
- Possess a valid Ohio driver's license
- Eligible to be bonded by the City
- As part of the conditional job offer, candidates must successfully pass a BCI/FBI background check AND a credit check prior to start date
- Possess strong analytical and strategical skills and excellent written and verbal presentation and communication skills
- Preferred work experience in the preparation of annual operating, capital, and tax budgets, knowledge of municipal tax collection operations, and supervisory experience
- The City of Fostoria will incur the cost of all required pre-employment testing

ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs all duties imposed on city auditors and treasurers under the laws of the State of Ohio (ORC), the Charter, and the Codified Ordinances of the City of Fostoria
- Oversees the Department of Finance via supervision, orientation, direction, and control (All hiring and firing decisions shall be authorized by council as a whole)
- Serves as custodian for all city funds
- Maintains accurate and timely financial records of the City
- Establish the accounting systems, financial records and reports used by the offices, departments, divisions, bureaus, boards and commissions of the City
- Prepare and submit the budget and appropriation matters
- Provide full and complete information concerning the financial affairs and status of the City as requested by Council Finance Committee
- Provide full and complete information and assistance concerning the finances or accounting systems or records of any office, department, division, bureau, board, or commission of the City as requested by Council
- Prepare financial forecasts for five (5) year rolling forward period for both City Budgets and Capital Expenditures
- Respond to and make corrections as recommended by the State Auditor's Office for annual audits
- Attend and issue reports at all Finance Committee meetings AND City Council meetings

- Collaborate regularly, cooperatively, diplomatically and effectively with the other autonomous heads of the city of Fostoria, namely the Director of Law, Mayor (and by extension) Director of Public Safety and Service
- May be asked to serve as clerk of council in the absence of a hired clerk
- Perform other duties as required and assigned

WORK ENVIRONMENT&PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work is performed in a normal City office environment during normal operational hours
- Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement
- Travel to/from meetings and various City locations
- Attend evening meetings as necessary
- Any deviations of this MUST be approved by the Finance committee

PERFORMANCE & EVALUATION

- Job performance is evaluated by the Finance Committee of City Council who will report back to the council as a whole
- Employee will be evaluated after ninety (90) days, six (6) months and one (1) year from the date of hire. Employee will be evaluated annually thereafter (within 30 days of anniversary)
- Any performance issues, including but not limited to hours, wages, discipline (including termination) will be done by council as a whole

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability. This job description does not imply that these are the only duties to be performed. This job description is subject to change in

response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.