

City of Waterville, Ohio

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Director of Finance and Administration

Department: Finance/Administration **Reports To:** Municipal Administrator
Employment Status: Full-time **Supervises:** Entire Finance Department
Civil Service Status: Unclassified **FLSA Status:** Exempt

GENERAL STATEMENT:

The City of Waterville is accepting applications for the position of Director of Finance and Administration. Under the direction of the Municipal Administrator, the Director of Finance is responsible for planning, implementing and maintaining the City's accounting system; for maintaining accounting, financial, personnel and other public records; for the preparation of related financial reports and statements; for managing the day-to-day operations of the City's administrative office and for supervising the Finance Department which includes the Utility Billing Office. The current salary range is \$79,000 to \$93,000. To receive consideration, submit a resume on or before April 25, 2025 to the Municipal Administrator jgoch@waterville.org or to the Municipal Office, 25 N. Second St., Waterville, Ohio 43566.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Works closely with the Municipal Administrator in establishing priorities and enforcing policies and legislation of the municipality; regularly advises the Municipal Administrator of major activities and developments within the Department.
- (2) Plans, directs and exercises supervision over the work of the entire Department. This involves a variety of complex administrative, managerial and professional functions.
- (3) Formulates and enforces Departmental rules, regulations, work methods, policies and procedures as necessary to enable the Department to implement its mission.
- (4) Makes all personnel assignments within the Department and performs all evaluations; enforces disciplinary measures and handles employee complaints when necessary.
- (5) Responsible for the custody of all City public records and serves as the Staff Liaison/Secretary of the City Records Commission; directs the preparation and maintenance of Departmental records and files.
- (6) Plans, implements and maintains the basic accounting system for the City in a manner consistent with established and accepted municipal accounting principles and as required by the State Auditor; prepares financial reports for Council, Municipal Administrator, Department Heads, etc. as required.
- (7) As required by the City Charter (Charter) and the Ohio Revised Code (ORC), reviews requisition and purchase order requests and certifies that sufficient funds are available to cover the purchase or other financial obligation; as required by Charter and ORC, maintains a system of control to ensure that expenditures do not exceed appropriations; directs the posting of data concerning receipt and disbursement of funds to proper accounts.
- (8) Serves as Staff Liaison and coordinator for state audits; works directly with auditors during on-site audits.

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- (9) Responsible for oversight, direction and coordination of internal control functions as related to cash handling/receipting/expending for all City offices.
- (10) Directs or performs reconciliations and cash flow analyses.
- (11) Serves as secondary back up to the Assistant Finance Officer for preparation and payment of vouchers and payroll.
- (12) Acts as Commissioner of Taxation; oversees the collection and administration of the City's income tax; serves as Staff Liaison to the Regional Income Tax Agency.
- (13) Prepares year-end financial reports for the State Auditor, Ohio Municipal Advisory Council, Bureau of Census and others as required.
- (14) Performs end of month and end of year closings; provides data to City Treasurer as requested for reconciliations.
- (15) Prepares the annual Finance Department budget and non-Department expenditures.
- (16) Maintains Fixed Assets Accounting and Record.
- (17) Acts as primary contact with the City's Liability/Property Insurance provider. Notifies insurance company of new acquisitions and claims and verifies property schedules as contained in the insurance policies.
- (18) Prepares the renewal of depository contracts, coordinates with financial institutions and prepares appropriate legislation for Council.
- (19) Acts as Prevailing Wage Coordinator.
- (20) Serves on the Finance Committee and is the primary Staff Liaison to the Finance Committee.
- (21) Responds to citizen concerns and resolves conflicts related to areas of responsibility.
- (22) Maintains working relationship with all other municipal employees.
- (23) Maintains a professional working relationship with Federal, State and other local associated agencies.
- (24) Performs other duties as required or assigned. These functions and duties listed in this description 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.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree from a college or university with a major in accounting, business, finance, public administration or related field, with a minimum of five (5) years of relevant local government or fund accounting experience with a minimum of three (3) years supervisory experience; or equivalent combination of education, training, and/or experience which provides the required knowledge, skills and abilities.

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LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:

Must possess a valid Driver's License without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all-inclusive: personal computer and other standard office equipment.

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