



# CITY OF PATASKALA

An Equal Opportunity Employer

## POSITION DESCRIPTION

---

<b>Employee Name:</b>	<b>Position Title:</b> Director of Finance
<b>Dept.:</b> Finance	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Mayor and Council	<b>FLSA Status:</b> Exempt
<b>Normal Hours:</b> Mon-Fri; 8:00 a.m. – 4:00 p.m.	<b>Civil Service Status:</b> Unclassified
<b>EEO Status:</b> Official / Administrator	

---

### CLASS DESCRIPTION:

Under the direction of the Mayor and Council, coordinates and directs activities of the finances of the City, including support to the Office of the City Administrator. By City Charter, responsible for all activities required of a City Auditor under Ohio Revised Code. Performs special projects and other work as directed.

### QUALIFICATIONS:

 An example of acceptable qualifications:

Possession of a Bachelor’s degree from an accredited college or university plus four (4) years of increasingly responsible experience in Public Finance, related Master’s Degree preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Public Accountant (CPA) designation is preferred.

### EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (e.g., Microsoft Office, Software Solutions VIP, Adobe, and other applicable computer software), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- 25% (1) Oversees the daily operation of the Finance Department (e.g., approves requisitions, payment requests, etc.); makes recommendations to the City Administrator on budgetary and financial issues; manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends and adjusts pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; develops and modifies policies and procedures; transmits policy or procedure changes through established chains of communication; participates in personnel or labor relations activities; has access to other employees’ personnel files; serves as a member of management’s collective bargaining negotiating team; prepares or types documents to be used solely in collective bargaining; has unlimited access to financial data used in the



# CITY OF PATASKALA

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

---

**Employee Name:**

**Position Title:** Director of Finance

---

payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income, etc.). Manages the bi-weekly payroll and annual compensation reporting processes.

20% (2) Institutes and oversees purchasing policy and procedure; maintains all records regarding procurement to meet GAAP and State Audit requirements.

20% (3) Coordinates departmental purchasing and interdepartmental transfers; acts as administrative representative regarding property and liability claims against the City; coordinates employee benefit plans and serves as liaison to insurance representative; attends Council meetings and workshops; provides periodic reports to Administration, Department Heads, Council and others as required; prepares periodic financial reports for Council and other parties, including development of annual ACFR/PAFR and support of annual audit; participates in oversight of contract and bond requirements regarding both private developers and capital improvements within the City; oversees OPERS, OP&F, and deferred compensation programs for the City; reconciles all bank and investment accounts on a monthly basis; prepares and files all state and federally required periodic reporting.

10% (4) Assists with developing long and short-term plans for the City finances; manages the City's investment portfolio and overall fiscal liquidity; works with the Administrator to develop both annual budget and appropriation ordinances.

10% (5) Develops annual operating and capital improvement budgets for submission to the City Administrator, including procedures and templates; administers department within limits of the approved budget; makes written and oral reports on operation of office; responsible for reconciliation of all accounts; develops annual reports for the State of Ohio.

5% (6) Serves as Tax Administrator and supports residents with tax filing questions.

5% (7) Handles resident complaints related to service; makes presentations before community groups as requested.

(8) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.

(9) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(10) Demonstrates regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

5% (1) Performs other duties as assigned.

(2) Must be available to work during other than normal business hours.

(3) Must be able and willing to attend schools and workshops to enhance job effectiveness.

---

Date Adopted \_\_\_\_\_

Developed by:

Date Revised \_\_\_\_\_

Clemans, Nelson & Associates, Inc.

4885-0093-7333, v. 1

{7/22/2022 PDPATCI 00283321.DOCX }



# CITY OF PATASKALA

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

**Employee Name:**

**Position Title:** Director of Finance

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** generally accepted accounting principles (GAAP); budgeting; finance; public finance; financial reporting and budgetary compliance; payroll practices and procedures; interviewing; office practices and procedures; \*City/department goals and objectives; \*City/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; supervisory principles and practices; records management; personnel administration; office management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; computer software; Microsoft Office; managing an investment portfolio in compliance with Ohio Revised Code; issuing long-term debt and managing debt service requirements.

**Skill in:** oral and written communication; word processing; computer operation; adding machine or calculator operation; use of modern office equipment; technology (including system upgrades and system transition implementation).

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve city problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; compile and prepare reports; respond to inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; demonstrate interpersonal skills; establish and maintain relationships with elected and other City officials, subordinate staff, fellow city employees, and the general public; manage the long-term operational and financial planning processes, including a 5-year capital improvement program (CIP).

**POSITIONS DIRECTLY SUPERVISED:**

Assistant Finance Director; Accounting Clerk.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Date Adopted \_\_\_\_\_

Developed by:

Date Revised \_\_\_\_\_

Clemans, Nelson & Associates, Inc.