



FINANCE DIRECTOR

Prepared: December 5, 2014

Amended: August 31, 2017

Detail Summary: 27-hour-per-week, flexibly scheduled, unclassified, professional position with an hourly rate of pay of \$37.28 (annual salary of \$52,341 for 1,404 hours of work).

General Nature of Work: This is an unclassified, part-time position in the Village Manager's Office coordinating the village's accounting activities. An employee occupying this position is responsible for the custody and safekeeping of all village funds and monies in addition to assuring the maintenance and efficient operation of the accounting system for all village departments. Work involves the general supervision of accounting processes to monitor the receipt, disbursement, and accounts of all village money as well as participation in accounting activities to maintain accounting control and to provide necessary financial records, reports, and statements. Within the framework of municipal policy, the employee works independently in seeing that desired work results are obtained by the village administration.

Minimum Acceptable Characteristics (* Indicates may be developed after employment)

Knowledge of: MS Office applications, specifically, experience with Excel and Word. Knowledge of government accounting and public finance.* Specific knowledge of the Uniform Accounting Network (UAN) is desirable but can be learned after employment commences. *Ability to:* be fair, thorough, accurate, discrete, and cooperative. Ability to establish and maintain effective working relationships with fellow employees, village officials, civic groups and the general public. Ability to maintain complete confidentiality of information. Ability to communicate effectively verbally and in writing. Ability to report for duty dependably and punctually. Ability to multi-task and exercise independent critical thought, make good judgment, and discretion. Ability to be bonded by an independent, third-party company of the Village's choosing.

Essential Functions/Examples of Duties:

1. Performs all accounting activities including billing, receiving, banking and accounting for all village monies.
2. Maintains records of bank deposits, withdrawals, transfers, and balances.

3. Reconciles bank accounts on a monthly basis.
4. Monitors all cash handling procedures, including the purchase order system.
5. Reconciles purchase orders to invoices and enters them into the accounting system for payment, including preparation and distribution of checks.
6. Maintains various files, including vendor, voucher, budget amendment, bank statement, investment, invoice reports and check registers.
7. Prepares and submits reports and applications of payment to federal and state agencies.
8. Prepares monthly reports and runs copies for the Village Manager and the Clerk of Council.
9. Serves as primary liaison between the village and audit personnel.
10. Coordinates disbursement of expenditures by claim and redemption by check.
11. Processes and controls bills due the Village of Silverton.
12. Maintains general ledgers and subsidiary records.
13. Prepares financial and budgetary reports and advises the Village Manager.
14. Invests village funds in investments approved by the Village Manager in order to effect a maximum return.
15. Oversees the rate and redemption of village bonds.
16. Oversees prepayment and bond payment notices and collection.
17. Assists in the coordination and development of the annual tax and appropriations budgets.
18. Processes and establishes procedures relative to payroll preparation and the completion of payroll reports.
19. Controls data processing including the operation of the computer.
20. Serves as senior tax administrator.
21. Other duties as assigned by the Village Manager.

Marginal Functions:

1. May assist other departments.
2. Assists the general public as necessary.

ADDITIONAL INFORMATION

Training and Experience: Graduation from an accredited college/university with a bachelor's degree in accounting or related field is preferred; graduation from an accredited high school with primary education in business or related field or any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this position. A valid driver's license.

Job Location: The primary work site is 6860 Plainfield Road. The employee may on occasion work at other village owned/related facilities throughout Silverton.

Work Schedule: The schedule for this position is very flexible. Candidates will be able to set their own work schedules that best meets their individual needs. Once established, however, the schedule should generally be followed and kept consistent over time. It is expected that the finance director will be physically present in the office at least two business days per week. It is also expected that the finance director will attend at least one Council meeting per month to provide Council a report on the Village's financial condition.

Physical Requirements: Duties are generally performed indoors, although travel for training, meetings, or to the bank or similar trips on behalf of the Village may occasionally be required. Walking, sitting, standing, bending, lifting and reaching is required. Exposure to adverse weather conditions is minimal. Must possess the ability to operate general office equipment. Must be able to perform lifting of departmental equipment, supplies, and tools; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection for detailed accounting work, determining the accuracy and thoroughness of work, and observing general surroundings and activities; and, be able to deal with stressful conditions in a calm and professional manner.

Desirable Requirements: Thorough knowledge of the principles and practices of public finance, accounting, auditing, and of modern municipal finance principles. Knowledge of office practices and equipment, money and banking operations, methods and equipment. Ability to plan and institute procedures for reviewing, disbursing, and accounting for public monies and securities, and maintaining fiscal records. Ability to prepare clear, concise reports and to compile and analyze financial records, reports and projections. Knowledge of and experience using MS Office applications. Ability to establish and maintain effective working relationships with fellow employees, Village officials, civic groups and the general public. Ability to maintain complete confidentiality of information. Ability to communicate effectively. Ability to report for duty dependably and punctually. Ability to multi-task and exercise independent thought and discretion. Must be bondable.

Special Licensing Requirements: None, notary public preferred.

Necessary Special Requirements: Ability to work evenings and weekends as required.

Equipment Operated: (The following are examples only and are not intended to be all inclusive). This position requires general knowledge of office equipment, including: personal computer, software applications, telephone, fax machine, and copy machine.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)
None.

(Approval of Appointing Authority) (Date)

(Employee Signature) (Date)