

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Finance Director

Department: Finance / Income Tax

Employment Status: Full-time

FLSA Status: Exempt



GENERAL NATURE OF WORK: This is highly responsible administrative, technical, and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the City of West Carrollton's Department of Finance / Income Tax. An employee in this class is responsible for the total operations of the Department of Finance / Income Tax including the Mayor's Court Division, Utility Billing, and the Income Tax Division. Duties are performed under the limited direction of the City Manager.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of municipal and payroll software, office equipment, including: personal computer, calculator, copier, fax machine, telephone, postage meter, and general office equipment. The primary work site is the West Carrollton City Building.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Plans, schedules, directs, and performs programs and activities of the Department of Finance / Income Tax in accordance with professional standards and departmental policy.
- Manages and directs all departmental staff; trains staff as necessary.
- Establishes all departmental practices, policies, and procedures.
- Responsible for the collection of the City's income tax revenue; maintains the income tax portion (including income tax calculator software) of the City's website.
- Responds to taxpayer and tax preparer questions submitted via the City's website.
- Responsible for the income tax appeals board; holds tax appeal hearings as necessary.
- Maintains the income tax data base to ensure that all liable taxpayers file a tax return.
- Oversees the delinquent income tax collection process, including court proceedings, collection agencies, warrant blocks, and payment agreements.
- Audits business tax returns.
- Prepares and executes the annual budget, appropriations, and related ordinances.
- Assists in the development of the annual and multi-year budgets; supervises the budgetary process.
- Prepares and supervises the City operating and capital improvement budgets.
- Develops and implements all financial data processing and accounting systems for the City.

City of West Carrollton, Ohio

An Equal Opportunity Employer

- Manages all accounts payable, payroll, and city investments.
- Responsible for all local, state, and federal payroll reporting and compliance; ensures payroll compliance with all union contracts and City payroll ordinances.
- Manages all accounts receivable, including: grant reimbursements, requests, and special assessment certifications.
- Coordinates all bond and note financing for the City; prepares reports on debt analysis; maintains all debt records.
- Analyzes all city insurance proposals and risk management strategies.
- Prepares and submits reports and records detailing fiscal management of accounts and funds.
- Prepares the GAAP/GASB reporting to the State.
- Conducts the annual audit of the City's finances and submits the final audit to the State Auditor; performs periodic internal audits on revenues and expenditures.
- Prepares the City of West Carrollton's annual financial report and advises the City Manager and City Council of the City's financial affairs and condition.
- Directs the preparation of all financial statements for City accounts.
- Oversees the Mayor's Court function of the City; responsible for the court docket, financial data, court software and support, reconciliations, and municipal, state, and supreme court reporting.
- Supervises and serves as the primary back-up for the Clerk of Courts.
- Maintains all ordinances, resolutions, and minutes for City Council; updates the code of ordinances as necessary.
- Provides support to the Service Department – Water / Wastewater Treatment Division and Refuse Division including utility billing, shutoff notices, and meter readings.
- Responsible for risk management function of the Department of Finance / Income Tax.
- Supervises fixed asset management for the City.
- Responsible for the certification of real estate tax rates; coordinates the certification and collection process with Montgomery County.
- Submits reports and maintains records for all special assessments in the City, including sidewalks, moving, refuse, nuisance, and water assessments.
- Records and maintains the results of the City's bidding process and contracts awarded.
- Serves as the City's Prevailing Wage Coordinator.
- Provides financial data and reports during union contract negotiations.
- Responsible for the City's involvement in co-operative purchasing programs and pools.
- Enrolls in continuing education classes, workshops, and seminars to maintain required licensing and certifications.

City of West Carrollton, Ohio

An Equal Opportunity Employer

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Maintains and updates the City's records retention policy; legally maintains all records for the Department of Finance / Income Tax.
- Serves as an officer on the City's insurance pool committee.
- Responds to service inquiries and requests from citizens, vendors, and City departments.
- Assists other departments in identifying and resolving finance and budget related problems.
- Maintains contact with assorted tax and finance agencies, organizations, and associations to keep abreast of current issues and topics in those fields.
- Attends all City staff meetings.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of governmental accounting and finance practices.
- Comprehensive knowledge of accounting systems and financial data processing systems.
- Comprehensive knowledge of local, state, and federal taxation laws (including income taxation) and bankruptcy laws.
- Thorough knowledge of computer systems and financial software applications.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to plan, schedule, direct, and coordinate the work and operations of the department.
- Ability to exercise considerable independent judgment and discretion in carrying out daily operations.
- Ability to perform data processing procedures.
- Ability to conduct long- and short-term financial forecasting.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Ability to maintain records efficiently and accurately.
- Ability to understand and execute oral and written instructions.
- Ability to handle confidential information.
- Ability to operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to work under the limited direction of the City Manager.

City of West Carrollton, Ohio

An Equal Opportunity Employer

TRAINING AND EXPERIENCE:

- Graduation from an accredited college or university with a baccalaureate degree in finance, accounting, or a related field; supplemented by considerable progressively responsible experience in accounting, budgeting, finance, or related field; with at least three years of municipal government experience and two years of supervisory experience, or any combination of training and experience which provides the necessary knowledge, skills, and abilities.
- Licensed as a Certified Public Accountant (CPA) preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Must be able to meet requirements to be bonded.
- Ability to work other than normal working hours.

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 the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)