



## **CITY OF HURON JOB POSTING**

### **FINANCE DIRECTOR**

**Location: 417 Main St., Huron, OH 44839**

**Hours: Monday – Friday, 8 AM – 4PM and meetings as directed by City Manager**

**Annual Wage: \$90,000 - \$115,000**

#### **Summary of Duties:**

The Director of Finance position is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Director also oversees cost and general accounting, accounts receivable/collection and payroll and risk management. The Director of Finance shall also provide guidance to the City Manager, Council, Directors, boards and commissions regarding financial issues relating to the operations of the City and the use of public funds. The Director of Finance shall also, upon request of the City Manager or the City Council, attend additional meetings where the Director's input is required.

#### **Essential Functions (*reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions*):**

- Plans, organizes and directs all activities of the Finance Department, including the assignment, coordination, review and evaluation of the work of subordinates
- Guides financial decisions by establishing, monitoring and enforcing policies & procedures
- Responsible for managing grant reimbursements and reporting
- Protects assets by establishing, monitoring and enforcing internal controls
- Monitors status of financial condition of the City by collecting, interpreting and reporting key financial data
- Responsible for all utility billing of water, electric, stormwater and garbage accounts for all residents and business located in the City of Huron. Responsible for the collection of delinquent accounts, including certifying non-payers to the Erie County Auditor's office for attachment to property tax.
- Serves as the administrator of Taxation. Maintains accurate records and reports all tax monies received. Enforces payment of all taxes owed to the City, enforces rules and regulations relating to any matter pertaining to the collection of taxes. Additionally, acts as administrator of City's RITA account.
- Responsible for the certification to the County Auditor or the making and collection of special assessments.
- Directs the preparation of the annual budget schedule and the budget documents under the general supervision of the City Manager, as well as coordinating efforts between departments.

- Generates monthly reports to the City Council, the Finance Committee, and the City Manager reflecting the financial condition of each of the funds of the City as of the last day of the preceding month.
- Submits an annual report, reflecting the financial condition of each of the funds of the city for the preceding fiscal year, to the City Manager, and City Council, and provides this report to other reporting municipalities.
- Ensures compliance with federal, state and local legal requirements by researching new legislation, consulting with outside advisors, and filing financial reports. Advises City Manager and/or City Council of actions and potential risks.
- Acts in conjunction with the City Manager for the coordination of the annual Capital Improvement Program.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Regular and reliable attendance
- Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to discuss finance related subjects and to promote improved job performance, including keeping abreast of trends and developments in municipal finance
- Maintains memberships in professional organizations
- Serves on various boards, committees and commissions

**Required Qualifications and Skills:**

- Graduated from an accredited college or university with a Bachelor’s degree in Finance and Economics or related field with five (5) years’ of demonstrated public sector planning experience or a Master’s Degree in Finance, or an active Certified Public Accountant certification or related field with relative experience in the public sector
- Extensive knowledge of principles, methods and practices of finance as well as laws and ordinances affecting finance, budgeting, accounting, and auditing
- Direct management responsibility in a professional planning context with the ability to plan, organize direct and review work of subordinate employees
- Demonstrated leadership ability to build and guide teams to deliver projects
- Working knowledge of municipal government operations
- Valid Ohio driver’s license

**It is the policy of the City of Huron to provide equal employment opportunities without regard to race, religion, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, age, military status, genetic information, disability or any other legally protected class status.**

QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO:

**Andrea Rocco, Personnel**

[andrea.rocco@huronohio.us](mailto:andrea.rocco@huronohio.us)

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