

# **CITY OF HURON JOB POSTING**

**POSITION:** Director of Finance

**DEPARTMENT:** Finance

**SALARY:** Commensurate With Experience

**POSTING DATE:** 8:00 a.m., January 10, 2019

**CLOSING DATE:** 12:00 p.m., February 8, 2019

## **MINIMUM REQUIREMENTS**

Bachelor's degree in accounting, business management, finance, or related field; and a minimum of five (5) years of increasingly responsible experience in public administration, public finance, or public auditing or an equivalent combination of education and experience. Advanced degree in accounting, business management, finance, public policy, or related field; and previous experience as a municipal finance director with progressively responsible supervisory duties; or, previous experience as a State Auditor is preferred. Knowledge of GAAP and audit standards for finance and accounting. Extensive knowledge of computers and electronic data processing, including spreadsheets and word processing. Skill in operation of office equipment. Ability to gather, analyze and interpret data. Ability to communicate in a clear and concise manner both verbally and in writing. Knowledge of City ordinances and laws, especially regarding income tax and utilities. Ability to maintain level of confidentiality with regards to personal income tax records. Ability to create and maintain working relationships with other employees, supervisors, and the general public. Knowledge of business and office procedures, reporting and budgeting. Skill in time management and the ability to manage and supervise more than one project at a time. Pre-employment testing required.

An in-depth job description is included within this application packet. Please include a resume with your completed application and submit these by the deadline date.

**EOE/AA/ADA**

Approved for Content \_\_\_\_\_

Approved for Posting \_\_\_\_\_

Post until 12:00 p.m., February 8, 2019

## CITY OF HURON JOB OPENING ANNOUNCEMENT

Where Applications Taken:

City of Huron  
Attn: City Manager's Office  
417 Main Street  
Huron, OH 44839

Where Postings Sent:

Newspapers  
Indeed

Office Hours:

8:00 a.m. till 4:00 p.m.  
Monday through Friday

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### CITY OF HURON IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Huron does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:	<b>Finance</b>	POSITION:	<b>Director of Finance</b>
POSTING DATE:	8:00 a.m. Saturday January 12, 2019	LOCATION:	417 Main Street Huron, Ohio 44839
CLOSING DATE:	12:00 p.m., Friday February 8, 2019	WORKING HOURS:	varies as required
EFFECTIVE DATE:	As Soon As Possible	SALARY:	Commensurate With Experience

#### **GENERAL PURPOSE:**

Person in this position will perform a variety of administrative and analytical duties in accordance with Chapters 135, 137, and 185 of the Administrative Code of the City of Huron.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of the City Manager, City Council, and the recommendations of the State Auditor's Office.

#### **SUPERVISION EXERCISED:**

Exercises general supervision over the Finance staff, including the selection, evaluation, and assignment of work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Acts as the Treasurer for the Municipality. In doing so, applies Generally Accepted Account Principles (GAAP) and creates Comprehensive Annual Financial Reports (CAFR).

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. Plans, develops, and implements financial procedures and methods of budget preparation and execution, revenue collection, payroll administration, and general and utility accounting. Advises the City Manager, the Mayor, and City Council as to each proposed financial budget. 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, the Mayor and City Council, and provides this report to other reporting municipalities.

Acts in conjunction with the City Manager and Engineering department for the coordination of the annual Capital Improvement Program.

Responsible for forecasting, monitoring, and reporting the City's financial status in an effective manner.

Responsible for the custody of all official bonds of the City, the receipt and custody of all money paid to the City, and the disbursement of City money.

Directs the maintenance of central account systems for the City in accordance with professional standards and City policies.

Responsible for all utility billing of water 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 in order to receive the tax imposed by the Charter of the City of Huron. Maintains accurate records and reports all moneys received. Enforces payment of all taxes owed to the City, enforces rules and regulations relating to any matter pertaining to the collection of taxes.

Responsible for the certification to the County Auditor or the making and collection of special assessments; Responsible for the funding and payment of the public debt of the City. Maintains accurate account of the bonded indebtedness of the city and of the payment of the principal and interest.

Serves as the Administrator of Taxation in order to receive the tax imposed by the Charter of the City of Huron. Maintains accurate records and reports all money 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. Certifies all purchase orders, and the signing of all warrants, vouchers, checks and contracts, for the payment of money.

Attends various meetings, serves on various boards, and maintains professional relationship with various boards and public organizations.

Establishes the general policies of the functions of the Finance Department.

Responsible for other duties as assigned or designated by the City Manager or City Council.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- A. Graduation from an accredited institution with a bachelor's degree in finance, accounting, or closely related field. A graduate degree or CPA is desirable; and
- B. Minimum five (5) years experience in supervisory capacity of finances; or
- C. Equivalent combination education and experience.

Necessary Knowledge, Skills, and Abilities:

- A. Knowledge of GAAP and audit standards for finance and accounting.
- B. Extensive knowledge of computers, including word processing and spreadsheet software, and electronic data processing.
- C. Ability to create and maintain effective working relationships with peers, co-workers, and the public. Ability to communicate in a clear concise manner both verbally and in writing.
- D. Skills in interpersonal communication, including public speaking, problem solving, phone and face to face communications.
- E. Knowledge of business and office procedures, reporting, and budgeting.
- F. Skill in time management and the ability to manage more than on project at a time.
- G. Ability to gather, analyze, and interpret data.
- H. Skill in operation of listed tools and equipment.

**TOOLS AND EQUIPMENT USED:**

Knowledge of operation and use of office equipment including, but not limited to; personal computer, including spreadsheet and word processing software, adding machine, fax machine, copier, telephone, computer printers, and modem communications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers to operate equipment generally found in an office setting. The employee is frequently required to walk, sit, stand, talk, and hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of occasional stress.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to those conditions representative of an office setting. The noise level in the work environment is moderately quiet.

**SELECTION GUIDELINES:**

The Director of Finance will be selected after a formal application procedure, education and experience rating, oral interview, and reference check. Job related tests may be required.

**APPROVAL:**

The duties listed above are intended only as an illustration 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.

The position description does not constitute an employee agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.

Approved for Content \_\_\_\_\_

Approved for Posting \_\_\_\_\_

Post until 12:00 p.m., February 8, 2019

**APPLICATIONS WITH RESUMES MUST BE SUBMITTED BY CLOSING DATE**

# APPLICATION FOR EMPLOYMENT

CITY OF HURON ❖ 417 Main Street ❖ Huron, OH 44839  
(419) 433-5000 Fax (419) 433-5120



Full & Part Time - Positions

Return to: City Manager's Office

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: \_\_\_\_\_

PLEASE PRINT:

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. City State Zip

Social Security #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mobile/Other: \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you ever submitted an application to the City of Huron? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Have you ever been employed by the City of Huron? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

If you are under 18, can you furnish a work permit? \_\_\_\_\_ Date available for work: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If Yes, please provide details: \_\_\_\_\_  
ANSWERING "YES" DOES NOT AUTOMATICALLY BAR EMPLOYMENT. Please use additional sheet if necessary.

Are you able to meet all of the attendance requirements of this position? \_\_\_\_\_

Are you able to work overtime if necessary? \_\_\_\_\_ Will you travel if the position requires it? \_\_\_\_\_

Do you have any friends / relatives currently employed by the City of Huron? \_\_\_\_\_

If Yes, who? \_\_\_\_\_

Military Service or Veteran Status? \_\_\_\_\_ If yes, please provide branch of service, rank, and job duties:

\_\_\_\_\_  
\_\_\_\_\_

Please explain why you would like to be considered for employment with the City of Huron. Use additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELEVANT EXPERIENCE** Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

FROM / To \_\_\_\_\_ EMPLOYER/ORGANIZATION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ADDRESS \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ FINAL RATE OF PAY: \_\_\_\_\_

FROM / To \_\_\_\_\_ EMPLOYER/ORGANIZATION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ADDRESS \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ FINAL RATE OF PAY: \_\_\_\_\_

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JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ FINAL RATE OF PAY: \_\_\_\_\_

FROM / To \_\_\_\_\_ EMPLOYER/ORGANIZATION \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ADDRESS \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MAY WE CONTACT? \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ FINAL RATE OF PAY: \_\_\_\_\_

**PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:**

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**HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? IF YES, PLEASE EXPLAIN:**

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## SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

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## EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
HIGH SCHOOL:			
<hr/>			
COLLEGE:			
<hr/>			
OTHER:			
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*Have you been provided with a written job description for the position which you are applying?*  Yes  No

*Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential duties, responsibilities, and functions of the job for which you have applied?*  Yes  No

**REFERENCES:** Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

### APPLICANT STATEMENT AND SIGNATURE:

I certify that all information I have provided in order to apply for employment with the City of Huron is true, complete, and correct to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Huron and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from City service. In addition, I give the City of Huron the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Huron in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Huron, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding, the City of Huron, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations, or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above.

I understand that an offer of employment is contingent upon the successful completion of a pre-employment physical and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Huron reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Huron at any time. I understand that no representative of the City of Huron is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.  
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant (required): \_\_\_\_\_ Date: \_\_\_\_\_

### THIS BOX FOR OFFICE USE ONLY:

DATE REC'D: \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ INTERVIEW: (1) \_\_\_\_\_ (2) \_\_\_\_\_

START DATE: \_\_\_/\_\_\_/\_\_\_ WAGE: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
History:

*Stamp if No Record*