

# City of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

---

---

**Position Title:** Director of Finance and Administration

---

---

<b>Department:</b>	Finance/Administration	<b>Reports To:</b>	Municipal Administrator
<b>Employment Status:</b>	Full-time	<b>Supervises:</b>	Entire Finance Department; Zoning Inspector
<b>Civil Service Status:</b>	Unclassified	<b>FLSA Status:</b>	Exempt

---

---

### GENERAL STATEMENT:

Under administrative direction, responsible for planning, implementing and maintaining the City's accounting system; for maintaining accounting, financial, personnel and other public records; for the preparation of related financial reports and statements; for managing the day-to-day operations of the City's administrative office and for supervising the Finance Department which includes the Utility Billing Office and the Zoning Office.

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Works closely with the Municipal Administrator in establishing priorities and enforcing policies and legislation of the municipality; regularly advises the Municipal Administrator of major activities and developments within the Department.
- (2) Plans, directs and exercises supervision over the work of the entire Department and the Zoning Office. This involves a variety of complex administrative, managerial and professional functions.
- (3) Formulates and enforces Departmental rules, regulations, work methods, policies and procedures as necessary to enable the Department to implement its mission.
- (4) Makes all personnel assignments within the Department and performs all evaluations; enforces disciplinary measures and handles employee complaints when necessary.
- (5) Responsible for the custody of all City public records and serves as the Staff Liaison/Secretary of the City Records Commission; directs the preparation and maintenance of Departmental records and files.
- (6) Plans, implements and maintains the basic accounting system for the City in a manner consistent with established and accepted municipal accounting principles and as required by the State Auditor; prepares financial reports for Council, Municipal Administrator, Department Heads, etc as required.
- (7) As required by the City Charter (Charter) and the Ohio Revised Code (ORC), reviews requisition and purchase order requests and certifies that sufficient funds are available to cover the purchase or other financial obligation; as required by Charter and ORC, maintains a system of control to ensure that expenditures do not exceed appropriations; directs the posting of data concerning receipt and disbursement of funds to proper accounts.
- (8) Serves as Staff Liaison and coordinator for state audits; works directly with auditors during on-site audits.
- (9) Responsible for oversight, direction and coordination of internal control functions as related to cash handling/receipting/expending for all City offices.
- (10) Directs or performs reconciliations and cash flow analyses.

# City of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

---

---

**Position Title:** Director of Finance and Administration

---

---

- (11) Serves as secondary back up to the Assistant Finance Officer for preparation and payment of vouchers and payroll.
- (12) Acts as Commissioner of Taxation; oversees the collection and administration of the City's income tax; serves as Staff Liaison to the Regional Income Tax Agency.
- (13) Maintains special assessment records and certifies annually to the County Auditor's Office.
- (14) Prepares year-end financial reports for the State Auditor, Ohio Department of Transportation (ODOT), Ohio Municipal Advisory Council, Bureau of Census and others as required.
- (15) Performs end of month and end of year closings; provides data to City Treasurer as requested for reconciliations.
- (16) Prepares the annual Finance Department budget and non-Department expenditures.
- (17) Maintains Fixed Assets Accounting and Record.
- (18) Acts as primary contact with the City's Liability/Property Insurance provider. Notifies insurance company of new acquisitions and claims and verifies property schedules as contained in the insurance policies. Functions as the City's Risk Manager.
- (19) Invests City funds and maintains related records.
- (20) Prepares the renewal of depository contracts, coordinates with financial institutions and prepares appropriate legislation for Council.
- (21) Acts as Prevailing Wage Coordinator.
- (22) May be appointed as Clerk of Council at the discretion of City Council.
- (23) Serves on the Finance Committee and is the primary Staff Liaison to the Finance Committee.
- (24) Acts as a Staff Liaison to the Public Works Committee along with the Public Works Director and attends Public Works Committee meetings.
- (25) Responds to citizen concerns and resolves conflicts related to areas of responsibility.
- (26) Maintains working relationship with Council.
- (27) Maintains working relationship with all other municipal employees.
- (28) Maintains a professional working relationship with Federal, State and other local associated agencies; Represents the City and the Department in a variety of local, county and other meetings.
- (29) Monitors construction projects for administrative and financial regulatory compliance including ODOT Local Public Agency (LPA) projects and Community Development Block Grant projects.
- (30) Serves as Acting Municipal Administrator when designated.
- (31) Performs other duties as required or assigned. These functions and duties listed in this description are intended only as illustrations 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.

# City of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

---

---

**Position Title:** Director of Finance and Administration

---

---

**QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's degree from a college or university with a major in accounting, business, finance, public administration or related field, with a minimum of ten (10) years relevant local government or fund accounting experience with a minimum of five (5) years supervisory experience; or equivalent combination of education, training, and/or experience which provides the required knowledge, skills and abilities. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

### LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:

Must possess: a valid Driver's License without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider; Current Ohio Certified Public Accountant License is preferred.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (\* indicates developed after employment)

- (1) Considerable knowledge of Ohio municipal accounting principles and practices and related laws.
- (2) Considerable knowledge of modern office practices and procedures, standard office equipment and accounting software and equipment.
- (3) Ability to apply management principles to define problems, to collect data, to establish facts, to draw valid conclusions and to solve problems.
- (4) Knowledge of Departmental policies and procedures.\*
- (5) Ability to formulate and install standard accounting methods, procedures, forms and records.
- (6) Ability to exercise independent judgment and discretion.
- (7) Thorough knowledge of and the ability to interpret and to apply applicable federal, state and local laws.
- (8) Ability to maintain records, to prepare informative reports and to deliver effective presentations.
- (9) Ability to independently deal with problems involving several variables and to determine specific action.
- (10) Ability to lead and direct the activities of an organization of the size and complexity of the Department.
- (11) Ability to maintain cooperative relationships with other City officials, Departmental staff, the general public and the news media.
- (12) Ability to communicate effectively in oral and written form.
- (13) Skill in the operation of a personal computer.
- (14) Ability to use tact in dealing with the public.

# City of Waterville

An Equal Opportunity Employer

## POSITION DESCRIPTION

---

---

**Position Title:** Director of Finance and Administration

---

---

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Personal computer and other standard office equipment.

---

---

Position description approved; supersedes all previous position descriptions for this position:

/s/ James M. Bagdonas  
Municipal Administrator

02/25/2015  
Date

---

---

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 signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date