

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Assistant 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. Duties are performed under the direct supervision of the Finance Director.

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.

- Assists the Finance Director in the planning, scheduling, directing, and performance of each functional area of the department including income tax, payroll, accounts payable, accounting, financial reporting and auditing.
- Assists the Finance Director in establishing, managing, and directing all departmental staff including the enforcement of departmental policies and procedures. Serves as functional back-up for departmental staff, as necessary.
- Works with the Finance Director to oversee the administration of the income tax department. Reviews individual and business tax returns, as needed, to ensure compliance with all applicable regulations.
- Oversees the collection of delinquent income tax including court proceedings, collection agencies, warrant blocks, and payment agreements.
- Responsible for the income tax appeals board; holds tax appeal hearings as necessary.
- 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.
- Provides support to the Service Department – Water/Wastewater Treatment Division and Refuse Division including utility billing, shutoff notices, and meter readings.
- Assists the Finance Director in the preparation and execution of the annual budget, appropriations, and related ordinances. Advises the Finance Director, and City Manager of the City's financial affairs and condition.
- Reviews all accounts payable and receivable entries to ensure that funds are received in and expended from the proper accounts. Prepares periodic financial reports to staff as required by Finance Director including the City operating and capital improvement budgets. Assists other departments with questions regarding the status of accounts, budget and projects.

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- Responsible for all local, state, and federal payroll reporting and compliance; ensures payroll compliance with all union contracts and City payroll ordinances.
- Assists the Finance Director in coordinating all bond and note financing for the city; prepares reports on debt analysis; maintains all debt records.
- Assists in the analysis all city insurance proposals and risk management strategies.
- Assists Finance Director in compiling information for annual audits and performs periodic internal audits on revenues and expenditures. Assists with the preparation of all required State and Federal reports including GAAP/GASB documents.
- Supervises fixed asset management for the city.
- Assists with 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; provides financial data and reports during union contract negotiations.
- Responsible for the City's involvement in co-operative purchasing programs and pools and serves as the City's Prevailing Wage Coordinator
- Enrolls in continuing education classes, workshops, and seminars to maintain required licensing and certifications.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Legally maintains all records for the Department of Finance / Income Tax in accordance with city record retention schedule.
- Serves as an officer on the City's insurance pool committee upon request by the Finance Director.
- 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 City staff meetings upon request of the Finance Director.
- Serves as Acting Finance Director in the absence of the Finance Director
- 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.

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- 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.

TRAINING AND EXPERIENCE:

- Associates degree from an accredited college or university in finance, accounting, or a related field; supplemented by progressively responsible experience in accounting, budgeting, finance, or related field; with at least three years of municipal government experience or any combination of training and experience which provides the necessary knowledge, skills, and abilities.
- BS degree in finance, accounting or related field 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 signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Employee Signature)

(Date)

(Approval of Appointing Authority)

(Date)