

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Director of Finance

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JOB RESPONSIBILITIES: Plans and directs the operation of the City’s Finance Department, including the management of department personnel; serves as municipal financial adviser; oversees the maintenance of City financial records; assists the Mayor and Council with the preparation of estimates, budgets, and appropriations.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:
 In accordance with Article V of the City Charter, an applicant for this position shall possess a bachelor’s degree in accounting or finance, *or a post-graduate degree in accounting or finance*, plus three (3) years of accounting experience.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:
 None. **Must be personally bonded annually.*

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. <i>Plans for and directs the efficient operation of the City’s Finance Department (e.g., serves the Mayor and Council as financial advisor in connection with the City’s financial affairs. Assists the Mayor and Council in the preparation of estimates, budgets and appropriations, etc.; oversees the keeping of the financial accounts of the City and the several departments and officers thereof the maintenance of financial accounts; oversees investments; ensures maintains an accurate accounting of all taxes, assessments, and monies due the City, and of receipts and disbursements made by the City, all assets and liabilities of the City, and of all appropriations made by Council; examines and approves, if in proper form and an appropriation has been duly made, payrolls, bills, and other claims, and prepares and signs all payment requests.</i>	1. Knowledge of (1) generally accepted accounting principles (GAAP), (2) finance, (3) economics, (4) <i>City</i> government structure and process,* (5) accounting practices and procedures, (6) payroll practices and procedures, (7) hardware and software utilized by the City,* (8) finance related laws and/or regulations, (9) City and department policies and procedures,* (10) management practices, (11) budgeting, (12) English grammar and spelling Skill in (13) computer operation,(14) use of modern office equipment Ability to (15) apply management principles to solve agency problems, (16) define problems, collect data, establish facts, and draw valid conclusions, (17) respond to routine inquiries from public or officials, (18) handle sensitive inquiries from and contacts with officials and general public,

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	<p>3. Assists the Mayor and City Council with the preparation of estimates, budgets, and appropriations. (moved above)</p> <p>2. Directs and administers project accounting and financing, including placement of debt, sale of bonds, <i>in conjunction with short and long term strategic financial planning</i>, etc. prepares and signs warrants; performs general accounting duties and related tasks; etc.). Oversees financial auditing and annual financial reporting.</p>	<p>(19) exercise independent judgment and discretion, (20) understand, interpret, and apply laws, rules, or regulations to specific situations, (21) prepare accurate documentation, (22) communicate effectively, (23) maintain records according to established procedures, (24) resolve complaints, (25) communicate effectively, (26) develop and maintain effective working relationships.</p> <p>2. Knowledge of: (1) – (12); Skill in: (13) – (14); Ability to: (15) – (26).</p>
	<p>3. Manages the activities of department personnel (e.g., administers discipline; evaluates performance; assesses training needs; receives and attempts to resolve grievances; approves or denies leave requests; etc.); interviews and recommends the hiring or rejection of job applicants; participates in activities related to collective bargaining; etc.</p> <p>4. Attends City Council meetings to express concerns, provide information, and recommend measures for adoption; represents the department during public meetings; appears before public and private groups to discuss finance related issues.</p>	<p>3. Knowledge of (4),* (6), (7),* (9),* (10), (27) labor relations,* (28) employee training and development; Skill in (13) – (14); Ability to (15), (16), (18), (19), (22) – (26).</p> <p>4. Knowledge of (1) – (3), (4),* (8), (9),* (12), (29) public relations; Ability to (17), (18), (22), (25), (26).</p>

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