

POSITION TITLE: DIRECTOR, FINANCE

DEPARTMENT: FINANCE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Tax Commissioner; Account Clerks (3); Payroll Clerk

DIRECT: 5 **INDIRECT:** 3

POSITION FUNCTION

This position is responsible for direct supervision of Finance Department and Income Tax Division employees; incumbent is Chief Financial Officer of City operations.

JOB RESPONSIBILITIES

- Reports on financial matters
- Certifies availability of funds
- Monitors budgets
- Monitors City payroll
- Monitors City investments
- Functions as Risk Manager for BORMA Board
- Countersigns all debt issuances
- Negotiates financial contracts
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

| REQUIRED SKILL SETS | |
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| <p><i>Occupational/Technical Skills</i></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Knowledge of Accounting/Finance</p> <p>Must maintain a valid Ohio driver's license and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p><i>Cognitive Skills</i></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to apply financial principles and numerical techniques to management problems</p> <p>Knowledge of budgetary principles and practices</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> | <p><i>Communications Skills</i></p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p>Ability to develop complex reports and position papers</p> <p><i>Interpersonal Skills</i></p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to select and evaluate employees</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p> |

| DESCRIPTION OF WORKING CONDITIONS |
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| <p>Work is typically performed in an office setting and is subject to pressure from deadlines. Incumbent frequently (up to 2/3 of the time) works alone. Irregular activity schedules are common as are night and weekend meetings.</p> |

| EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS |
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| <p>Education beyond an undergraduate degree; CPA certification desirable; valid Ohio Driver's License; seven to ten years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p> |

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.