

FINANCE DIRECTOR

City of Oberlin, Ohio

CHARTER SECTION XVI – FINANCE DIRECTOR

Council shall appoint a Finance Director who shall act as the City's chief accountant and finance director, preparing financial statements and budget in consultation with the City Manager. The Finance Director shall issue warrants to the Treasurer for paying out municipal funds and shall keep an accurate account of all taxes and assessments, and of all money due, all receipts and disbursements by, and of all assets and liabilities of the Municipal Corporation and of all appropriations made by Council. The Finance Director shall at the end of each fiscal year, and more often if required by Council, audit the accounts of the several departments and officers and shall audit all accounts in which the Municipal Corporation is interested. The Finance Director may prescribe the form of reports to be rendered to his or her department, and the method of keeping accounts by all other departments, and he or she shall require daily reports, showing all money received and disposition thereof, to be made to him or her by each department. The Finance Director shall upon the death, resignation, removal or expiration of the term of any officer, audit the accounts of such officer, and if such officer is found indebted to the Municipal Corporation, the Finance Director shall immediately give notice to Council and the Law Director.

GENERAL STATEMENT OF DUTIES

- Serve as Chief Fiscal Officer for the City of Oberlin.
- Responsible for the operations of the Finance Director's Office.

SUPERVISION RECEIVED

- Holds office at the pleasure of City Council and receives supervision and direction from Council.

SUPERVISION EXERCISED

- Hires, directs and removes the staff in the Finance Director's Office.
- Prescribes the forms and reports to be submitted to the Finance Department from other departments.
- Directs all activities with regard to the computer system.

JOB DUTIES

- Prepares monthly financial reports for department heads.
- Prepares quarterly financial reports for City Council.
- In consultation with the City Manager, prepares the annual appropriation budget.
- Prepares the annual tax budget which is filed with the County Budget Commission.
- Prepares all vouchers drawn on City funds.
- Certify the availability of funds for City checks.
- Certify the availability of funds for purchase orders.
- As a member of the Treasury Investment Board, participates in the investment of surplus municipal funds.
- Oversight of all City bank accounts.
- Prescribes forms, reports and methods of keeping accounts of other departments that make collection of funds which are turned over to the Finance Department.
- Maintain bond and coupon registers for all City bonded debt issues.
- Instruct the staff of the Finance Director's Office in the use of the computer system.

Page 2

- Advise and give direction to other departments in the use of the computer system.
- Insure proper backup procedures on the computer system.
- Direct programming firm on computer implementation.
- Serve as a member of the Records Retention committee.
- Attend all Council meetings.
- Recommend, advise and /or consult with the City Manager, department heads, and others regarding the City's financial activities of the past, present and future.
- Prepare the annual financial report which is submitted to the State Auditor's Office.
- Administer the Workman's Compensation Program, the Liability Insurance Program, Medical Benefits, Accounts Payable, Utilities Payroll and Income Tax.
- Perform other related duties as assigned by Council.

Updated: 9/19/2008