



## City of Loveland Job Description

**Classification Title:** Director of Finance

**Pay Range Number:** N/A  
**Department:** Finance Department  
**FLSA Status:** Exempt  
**Reports To:** City Council  
**Civil Service Status:** Unclassified  
**Employment Status:** Full-time  
**Supervises:** Finance Department staff

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualification necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

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

Bachelor's degree in business management, accounting, finance, taxation, or related field; five (5) years experience in accounting, auditing, and financial management, including two (2) in state or local government.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio driver's license.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

**Knowledge of:** municipal accounting and taxation; budgeting; auditing; financial control; payroll practices and procedures; municipal income tax administration, tax settlement and distribution; data processing techniques and procedures; database management; city goals and objectives\*; city policies and procedures\*; government structure and process; records management; supervisory principles and practices.

**Skill in:** operation of computer and office equipment, including software such as Microsoft Office, CMI software, and SIRE software\* for development of committee and Council documents.

**Ability to:** deal with problems involving several variables and to determine specific action; apply management principles to solve problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; perform mathematical and statistical calculations; prepare correspondence; compile and prepare reports; communicate effectively both orally and in writing; train or instruct others; maintain records according to established procedures; develop and maintain effective working relationships.

**ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

1. Under direction of City Council, serves as chief financial officer for the City responsible for accounting, collection, and custody of all funds as well as control of all disbursements authorized from the City treasury; oversight of all City funds; monitoring expenditures against the approved budget, and keeping both Council and the City Manager updated on financial trends, events, and concerns. Invests funds until needed; performs bank reconciliations and cash flow analyses; manages City debt; estimates revenues from all sources for preparation of annual budget; performs all duties required of city auditors by statutes; prepares analytical reports of financial matters for Council and the City Manager. Plays a key role with the City Manager and other key management staff in the development and necessary updating of the City's annual budget. Keeps abreast of developments in municipal financial management; researches various aspects of financial management for the purpose of developing improvements.
2. Supervises staff of Finance Department; makes recommendations to the City Manager regarding personnel decisions involving his or her immediate subordinates; responsible for keeping all financial records, including general ledgers, accounts receivable, accounts payable, financial reporting and accounting for fixed assets; prepares income estimates needed for the annual operating budget and prepares annual operating and capital improvements budgets subject to the direction of Council and the City Manager; monitors disbursements in relations to approved budget and reports variances.
3. With the assistance of the Finance Department staff, oversees the payroll of City employees, including deductions for and payment for health and life insurance programs, voluntary insurance programs approved by the City, deferred compensation, unemployment compensation, and workers' compensation; keeps necessary records on vacation and sick leave credits and usage; keeps records needed for annual service supplement program; prepares bi-weekly payrolls; oversees tax collections by working with the Regional Income Tax Agency for administration of the City's municipal income tax; administers municipal income tax compliance programs and represents the City during subpoena programs; oversees water billing and collections, including sewage service charges passed through to the Metropolitan Sewer District; oversees billing and collection for solid waste removal; accounts for all revenues and other funds collected;
4. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
5. Demonstrates regular and predictable attendance, as well as maintaining excellent time and attendance records for City employees generally.
6. Maintains cooperative and effective working relationships with the City Council, the City Manager, the city's managers, supervisors, and employees, and Council committees with whom he or she works. Demonstrates and models excellent customer service to all vendors, businesses, and city residents.

**OTHER DUTIES AND RESPONSIBILITIES:**

7. Performs other duties as required by City Council or the City Manager.

**EQUIPMENT OR PROGRAMS OPERATED:** (The following are examples only and are not intended to be all inclusive)

Computer programs and software including CMI software; Microsoft Office, including extensive use of Excel and Word; SIRE\*; web-based banking and financial transfer applications; other standard office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** (For purposes of O.R.C. 4167)

The Finance Director works in a mostly sedentary office setting, with little or no exposure to temperature extremes or inclement weather conditions. He or she must be able to communicate effectively both orally and in writing, read and understand complex financial, legal, regulatory, and other documents and reports, and have the stamina to work long hours as needed.

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

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)