

# **New Lexington Administration**

**Eric Emmert, Administrator**

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## **POSTING**

DATE: March 14, 2022

TO: All Qualified Applicants

FROM: Eric Emmert

RE: Job Opening

POSITION: Finance Director

SHIFT: Normal Business Hours

LOCATION: New Lexington Municipal Building

HOURS OF WORK: Various Hours to meet job demand

JOB DUTIES: See Attached Job Description

RATE OF PAY: Salary Based on Experience and Qualifications

MINIMUM  
QUALIFICATIONS: See Position Description

CLOSING DATE: March 21, 2022

*The Village of New Lexington is an Equal Employment Opportunity Employer.*

# POSITION DESCRIPTION

## FINANCE DIRECTOR

### **GENERAL PURPOSE:**

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Village.

### **SUPERVISION RECEIVED:**

Works under the general direction of the Mayor and Council.

### **SUPERVISION EXERCISED:**

Exercises supervision over all finance staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to and makes presentations to Mayor, Council, supervisors; supervisors, boards, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the Mayor and Council.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Maintains financial records.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the Village to assure the fiscal well being of the Village.

Prepares financial reports.

Oversees the central computerized financial and management information system of the Village.

Assists in budget preparation and execution.  
Oversees the posting and reconciliation of ledgers and accounts.  
Directs the preparation of state and Federal reports, including tax reports.  
Trains and develops financial staff.  
Oversees payroll and accounts payable processing.  
Oversees utility and other billings.  
Oversees the investment of City funds.  
Perform all other duties as assigned by the Mayor and Council.

**PERIPHERAL DUTIES:**

Develops finance related ordinances and resolutions.  
Represents the Village at various conferences and meetings.  
Perform general management duties for the Mayor and Council as assigned. ·  
Performs cost-of-service studies for utility rate considerations.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Graduation from an accredited college or university with a degree in accounting, finance, business or a closely related field, and  
Five (5) years of progressively responsible municipal finance work.

**Necessary Knowledge, Skills and Abilities:**

Considerable knowledge of modern governmental accounting theory, principles, and practices;  
considerable knowledge of internal control procedures and management information systems;  
considerable knowledge of office automation and computerized financial applications;  
considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASBE;

**Skill in operating the listed tools and equipment;**

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, village officials; ability to communicate effectively orally and in writing.

**SPECIAL REQUIREMENTS:**

A valid state driver's license. Must be bondable.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.