

**CITY OF CLYDE**  
An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Class Title:</b>	Finance Director/Director of Income Tax	<b>Position Title:</b>	Finance Director/Director of Income Tax
<b>Class Number:</b>	600-100-1	<b>Employee Name:</b>	
<b>Dept./Division:</b>	Finance	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	City Manager	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Salaried	<b>FLSA Status:</b>	Exempt

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**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of a Bachelor's degree in accounting or finance with one (1) year experience as an assistant to a Finance Director; or completion of secondary education with three (3) to five (5) years public accounting or finance experience; or equivalent training which evidences a knowledge of accounting or financing that would enable the employee to satisfactorily perform the required duties.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Public Investment continuing education certification from the Ohio Treasurer of State.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Computer/printer, copy machine, adding machine, calculator.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

For purposes of O.R.C. 4167.

The employee: is exposed to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); may be exposed to hostile or upset members of the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

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

1. Directs the financial program of the City (e.g., income tax collection, purchasing, payroll, utility billing and collection, etc.); ensures municipal accounting principles and practices are followed; produces cost, financial and statistical data for management purposes and statutory requirements; assist City Manager with budget and investments.
2. Maintains full integrity of all City revenues; makes periodic reviews of revenues and, when necessary, makes direct contact with auditors.
3. Supervises department employees (e.g., plans, schedules, assigns and reviews work, evaluates performance, recommends personnel actions, etc.); provides training and guidance; assists department employees with duties.
4. Balances all financial records on a monthly basis and reconciles with bank statements.
5. Prepares various financial accounting reports on a periodic basis (e.g., local, state, federal).
6. Responds to inquiries regarding City finances and local income tax; provides information for and assists representatives of the State examiners office.
7. Researches various investment opportunities and makes recommendations; assists Law Director in preparing court summons for delinquent tax payers.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as required or assigned.

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment).

**Knowledge of:** basic accounting; budgeting; finance; auditing; computer software (Word, FINX, Excel, PAYX, UTYX, MITS); applicable City policies and procedures; related laws and/or regulations; City financial goals and objectives; personnel administration; public administration.

**Skill in:** computer operation; use of modern office equipment.

**Ability to:** exercise independent judgment and discretion; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; handle sensitive inquiries from and contacts with officials and general public; conduct effective interviews; communicate effectively; develop and maintain effective working relationships; resolve complaints.

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

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)