

CITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Assistant Finance Director
Class Number:		Class Title:	Assistant Finance Director
Dept./Div.:	Finance	Employment Status:	Full-time
Reports to:	Director of Finance	FLSA Status; Pay:	Exempt
Normal Hours:	M-F, 8:00 a.m. – 5:00 p.m.	EEO Status:	01 – Official Administrator
DOT (closest applicable number): 160.167-058			

SUMMARY: Serves as the primary assistant to the Finance Director by performing administrative work in planning, organizing, coordinating, and directing financial and accounting functions.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of a Bachelor's Degree in Accounting, Public Administration, or related field; three (3) to five (5) years' work experience in accounting, with demonstrable proficiency in governmental accounting; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Introductory Accounting and Intermediate Accounting certifications through Government Finance Officers Association (GFOA), Certified Public Accountant (CPA) license or Masters in Business Administration (MBA) preferred but not required. Employee must remain bondable throughout employment. Must possess and maintain a valid Ohio driver's license and must maintain insurability under the City's vehicle insurance policy.

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

Personal computer, computer software (e.g., Microsoft Office, CMI, OPERS, Insurance programs, printer, copy machine, fax machine, and other standard business office equipment).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

50% (1) Assists the Finance Director in performing fiduciary, strategic financial policy formulation and implementation, financial analysis, writing reports, budget preparation, purchasing, payroll, accounting,

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

07/07/2026

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Management Information Systems (MIS), financial reporting, income tax administration, and revenue forecasting.

(2) Supervises assigned staff (e.g. employee schedules, work tasks, assigns work to employees where applicable, etc.) and assists with development of policies related to staffing including suggestions for employee evaluations.

(3) Assists in the preparation and review of purchase orders and contract documents; scrutinizes and approves all invoices for payment requisitions within department established budgets; determines outstanding purchase orders are appropriate within established reporting timelines. Prepares invoice payment batches as considered necessary.

(4) Responsible for completing month-end and year-end bank to book reconciliations for all accounts in a timely manner including approving or creating daily journal entries, wire transfer requests, and investigating unusual reconciling items. Assists in the completion of the monthly financial report packages for Administration and City Council.

(5) Responsible for posting all receipts to the accounting system including reconciliation and preparation of daily deposits ensuring financial accuracy. Substantiates financial transactions by auditing source documents and investigating unusual or irregular items. Discrepancies are timely communicated to supervisors accordingly.

(6) Identifies, recommends and participates in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes. Discrepancies are timely communicated to supervisors accordingly.

(7) Assists the Finance Director in preparing the Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR) and other reports as requested. Serves as a direct liaison providing requested documentation for the City's external audit.

(8) Maintains confidential employee information and does not discuss or disseminate with outside departments other than Finance or Human Resource departments.

(9) Provides accounting assistance to departments and related staff, responds to financial questions/concerns to meet City needs.

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20% (10) Assists the Finance Director in managing and reporting the investment of City funds, performs oversight of the City's investment advisor(s), reconciles investment of City funds, and maintains certification from the Treasurer of State of Ohio to invest public funds.

(11) Stays educated on the latest laws and legislation (local, state and federal levels) and maintains open communication channels to all City employees regarding changes to employee personal information. Maintains required licensures and certification. Updates job knowledge by participating in educational opportunities. Responds timely to e-mails, voicemails, or written correspondence received from external or internal parties.

10% (12) Assists Finance Director in the Budget process (e.g., reviews current year's budget versus actual funds and account revenue and expenditures; provides input as to necessary changes to upcoming budget). Monitors spending for adherence to budget and recommends amendments as necessary.

10% (13) Prepares or oversees all Internal Revenue Service, State of Ohio, Municipality, or School District tax filings. Verifies accuracy of bi-weekly, quarterly or annual payroll and related reports and authorizes accordingly. Prepares or assists in year-end W-2 forms, 1099 forms, and Ohio Public Employees Retirement System Non-Contributing List.

10% (14) Maintains contact with customers, vendors, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(15) Provides operational back-up support to the Accounting Clerk and Mayor's Court Clerk as considered necessary. Responsible for understanding and performing each position job responsibilities when deemed necessary.

(16) Represents the City at various meetings and functions such as City Council and other boards and commissions.

(17) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(18) Demonstrates regular and predictable attendance.

POSITIONS DIRECTLY SUPERVISED: None

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OTHER DUTIES AND RESPONSIBILITIES:

(19) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: government structure and process; bookkeeping; payroll practices and procedures; *City and departmental goals, objectives, and functions; *City tax code; applicable state, federal, and local ordinances, codes, laws, rules, and regulations and legislative issues pertaining to financial accounting, investments of public funds and budgeting; Accounting Principles Generally Accepted in the United States of America (GAAP) and Governmental Accounting Standards Board (GASB) policies and processes as related to governmental accounting standards and operations; principles, theories, and practices of municipal accounting (including cost and fund accounting), auditing and financial management, and financial investments; public administration*workplace safety practices and procedures; *Code of Personnel Practices and Policies and Collective Bargaining agreements, current on accounting and payroll fraud related schemes; employee development; budgeting; office management and standard office practices.

Skill in: data entry; computer operation; adding machine or calculator operation; use of modern office equipment; interpersonal communication; organization and time management; spelling, grammar, and mathematics.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; define problems, collect data, establish facts, and draw valid conclusions; perform simple and complex mathematical problems; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; prepare accurate and complex documentation; use proper research methods to compile and prepare reports; proofread technical materials, recognize errors, and make necessary corrections; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

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