



City of Powell Position Description

Position Title: Assistant Finance Director
FLSA Status: Exempt
Reports to: Finance Director
Employment Type: Full-time

Pay Grade: 5
Service Type: Unclassified
Revision Date: January 2026

Nature of Work – General Description:

This position works under the direction of the Finance Director. This position requires responsible, professional level work managing the daily functions of the Department of Finance including, but not limited to, payroll, accounts payable, accounts receivable, and cash receipting. Additionally, the Assistant Finance Director will work collaboratively with the Finance Director in the successful programming and implementation of an array of high- priority projects.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Complete monthly financial report packages for Finance Committee and City Council.
- Assist with annual Capital and Operational Budget processes.
- Plan and organize accounting activities including accounting, payroll and the maintenance of accounting systems, cash management, and the analysis of fiscal records and information.
- Review and approve weekly invoice payment batches, with emphasis on correct PO processing and cash requirements.
- Assist Finance Director in monitoring outgoing payments, fund balances, and cash flow requirements for the City.
- Verifies accuracy of payroll and related reports and signs off as required.
- Reviews and approves accounting transactions and reports including journal entries, wire transfer requests, and bank reconciliation.
- Assists the Finance Director in preparing the City's Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR) and other reports as requested.

- Documents procedures, process improvement and analysis, and technical accounting issues on an as needed basis; recommends Departmental policies and procedures to ensure financial security and maximum efficiency.
- Assist Finance Director in procedures and documentation for annual audit.
- Manage the continued maintenance of the Finance Department's accounting software.
- Monitor financial data including appropriations, expenditures, encumbrances and invoice payment requests to determine proper coding.
- Oversees daily operations of the City of Powell Finance Department in the absence of the Finance Director, ensuring workflows continue smoothly, deadlines are met, and staff are supported in carrying out essential financial functions.

Nonessential Functions:

- Responsible for assisting with maintenance of official schedules for City records retention.
- Attends City Council meetings in absence of Director of Finance to provide input and maintain current knowledge of Council decisions and ordinances; conducts special studies and presents reports to Council as necessary; attends professional meetings.
- Develops relationships with neighboring governmental agencies to create opportunities to partner in areas seen as beneficial.
- Performs related work as required or as assigned.

Supervisory Responsibilities:

- None.

Minimum Qualifications:

- Possession of a bachelor's degree in accounting, public administration, or a related field; and at least five (5) years of work experience in accounting, with demonstrable proficiency in governmental accounting preferred but not required ; or any equivalent combination of accepted education and experience that would provide the following knowledge, abilities, and skills.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Certified Public Accountant and/or Certified Management Accountant highly preferred.

- Possession of a valid Ohio driver's license and ability to carry vehicle insurance.

Knowledge, Skills, and Abilities:

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP), policies and processes as related to governmental accounting standards and operations.
- Knowledge of City government structure and process and 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.
- Principles, theories and practices of municipal accounting (including cost and fund accounting), auditing and financial management, and financial investments.
- Thorough knowledge of audit practices.
- Considerable knowledge of operating and capital budget preparation, program evaluation, statistical methods, and financial research techniques.
- Ability to prepare comprehensive financial and statistical reports and provide analysis on results and financial trends.
- Considerable knowledge utilizing PC's and Microsoft Excel.
- Ability to plan the work of the department as well as directing specific technical functions as necessary.
- Ability to establish and maintain effective working relationships with city employees, superiors, other department heads, City Council, and the general public.
- Ability to communicate effectively, orally and in writing.

Working Environment and Conditions:

- Typical office environment. May be asked to visit other sites or facilities.
- Ability to operate standard office equipment in the performance of job functions such as a telephone, calculator, printer, scanner, computer, and copying machine.
- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 15 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.
- Ability to work occasional evenings and weekends.