



Finance Director City of Wheeling

The Community

The City of Wheeling, West Virginia, is at the heart of a vibrant metropolitan tri-state area, with neighboring Ohio and Pennsylvania. This region is made up of more than 200,000 people, and the city of Wheeling has a population of about 28,000. Located on the I-70 corridor between Pittsburgh and Columbus, Wheeling was the first gateway to the West and a hub of the industrial revolution. The city boasts a rich history as the birthplace of West Virginia.

Today, Wheeling is home to a mix of small businesses and international companies, offering opportunities for low-overhead economic development. Wheeling is known for its unique eateries, metropolitan features, outdoor recreation, and annual festivals. It offers residents a safe, affordable lifestyle with big city amenities not found in most small towns, including our own symphony, Broadway shows, and the iconic Capitol Theatre. It is recognized as one of the most livable small metros in the country – growing, transforming, innovating, and inviting.

The Position

This thriving city seeks its next Finance Director. The Mayor of Wheeling, with guidance and consent of City Council and the City Manager, appoints the Finance Director. The Finance Director provides executive leadership and supervision to a coordinated fiscal management program, including a managed budget that allows the administration to carry out City Council's policies. The Finance Department has nine full-time positions and a \$1.3 million budget. The City's total fiscal year budget is \$46 million.

Responsibilities include maintaining a general accounting system for the City and each of its offices, departments, and agencies; analyzing the disbursement activities to provide adequate cash controls for all funds; managing City financial assets; collecting taxes, special assessments, license fees and other revenues; providing assistance for completion of the annual audit; planning and directing departmental personnel activities including assignment, scheduling, supervision, and monitoring.

Requirements:

The next Finance Director must possess high integrity, strong oral and written communication skills, strategic planning abilities, and a demonstrated interest in working closely with elected and appointed officials. Candidates must have a bachelor's degree in accounting or a related field; master's degree or higher-level certification, such as CPA or MBA, preferred. Candidates must have five years of experience in progressively responsible positions.

The general job description is also attached for review and available online at www.wheelingwv.gov under "Employment."

The City of Wheeling has a residency requirement, which requires all personnel employed by the City to be bona fide residents of the City of Wheeling or Ohio County, or of certain portions of Marshall County and Brooke County. The allowed geographical area includes south of Moundsville, WV, extending north to Bruin Drive, north of Wellsburg, WV, and bonded by the Ohio River on the West and the Pennsylvania state line on the East. Please contact the Human Resources Department for a more specific description of the allowed area.

This residency requirement is applicable for all employees, except at the time of appointment or employment when they need not be residents within said geographic area, but shall establish such residency within six (6) months of employment with the City of Wheeling.

Interested applicants should forward a letter of interest and resume to the following:

Via mail:

Robert Herron, City Manager
1500 Chapline St.
Suite 302
Wheeling, WV 26003

Via email: citymanager@wheelingwv.gov

Review of resumes will begin in **February 2016**, and continue until the position is filled.

**No telephone calls, please.
EOE**

FINANCE DIRECTOR

Definition: Under general direction of City Council and in coordination with City Manager, provides executive leadership and supervision to a coordinated program of fiscal management including a managed budget that allows the administration to carry out the City Council's policies.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

Plans and directs activities relating to fiscal management programs, including assignment, scheduling, supervision, and monitoring of the Department personnel. Responsible for payroll, recommendations for hiring, reviewing work, performance evaluation, scheduling leave and providing daily work instructions for the Finance Department. Maintains clarity of purpose and communications with staff; ensures appropriate distribution and accountability for decision making and the authority to act. Assists in the preparation of and monitors the budget. Monitors expenditures and revenues consistent with budget requirements. Oversees purchasing of equipment and supplies, inventory control and accounting procedures. Responsible for seeking alternative revenue sources. Attends staff, Council and other meetings as required.

Responsible for the City's budget in accordance with State Tax Department rules and regulations. Analyzes the disbursement activities to provide adequate cash controls for all funds. Manages City financial assets. Meets with financial staff to discuss need or requirements relating to changes in financial management processes related to enterprise funds (water and sewer) and Community Development Block Grant (CDBG), and other federal programs. Attends meetings to participate and learn from various organizations at the state and local levels.

Directs the preparation of quarterly, annual, special, and compliance reports to provide to various federal, state and local regulatory and bond agencies. Provides assistance for completion of the annual audit in the form of assigning various duties to personnel to accommodate the requests of auditors. Provides timely reports to the administration and City Council. Manages computer systems to provide operating departments reports necessary for their areas. Serves as a member of the management team. Performs other duties as assigned.

Knowledge, Skills, and Other Characteristics:

- Knowledge of generally accepted accounting principles as they apply to public jurisdictions.
- Knowledge of principles and practices of budgeting.
- Knowledge of the various financial reporting requirements of federal, state, and local governments.
- Skill in establishing and maintaining effective working relationships with all levels of the organizations including elected and appointed officials, City employees, and the general public

Knowledge, Skills, and Other Characteristics Cont.:

- Skill in developing, defending, and administering budgets.
- Skill in analyzing complex financial information and drawing conclusions.
- Skill in planning, organizing and directing the activities of a fiscal management function.
- Knowledge of the principles and techniques of management, supervision, budgeting, forecasting and program evaluation.
- Skill in acquiring new revenue sources.
- Skill in identifying and maintaining the confidentiality of sensitive and important information while using diplomacy and tact.
- Skill in identifying and maintaining listening well, and communicating effectively with diverse members of the public having variation in education, socioeconomic status, and values.
- Skill in converting abstract ideas to easily understood procedural guidance.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations
- Skill in analyzing problems, identifying realistic, feasible solutions, projecting consequences of proposed actions, and contributing to a consensus which can be implemented.
- Skill in modeling professional, creative problem solving behaviors and attitudes for subordinate staff.
- Skill in organizing and prioritizing workload and managing multiple projects at the same time.
- Skill in the application of communication and interpersonal skills as applied to interaction with co-workers, subordinates, supervisors, and the general public, sufficient to exchange or convey information and to receive work direction.
- Skill in planning, organizing, and directing, through subordinate staff, the efficient and effective delivery of services.

Materials and Equipment:

West Virginia State Code
Financial Mainframe Computer
City Policy Documents

Wheeling City Charter
Computer
Standard Office Equipment

Wheeling City Code
Wheeling City Budget

Mental and Physical Abilities: Mental work efforts involves long periods of close attention to detail while working on complex financial and budgetary documents, extensive interpretation and application of federal, state and local laws, rules and regulations requiring independent decisions and assuming managerial responsibility which could have considerable impact on the City's financial status. Ability to interact with individuals and groups who may have different viewpoints. Physical requirements require extended periods of computer entry of financial data, ability to sit for long periods of time while conducting administrative work and the ability to move light (0-25 lbs) materials short distances.

Working Conditions: Work involves a normal office setting.

Qualifications: Bachelor's Degree in Accounting with at least five (5) years experience in a progressively responsible position. An equivalent combination of experience and training which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications. A Master's Degree and CPA preferred.

FLSA Status: Exempt