

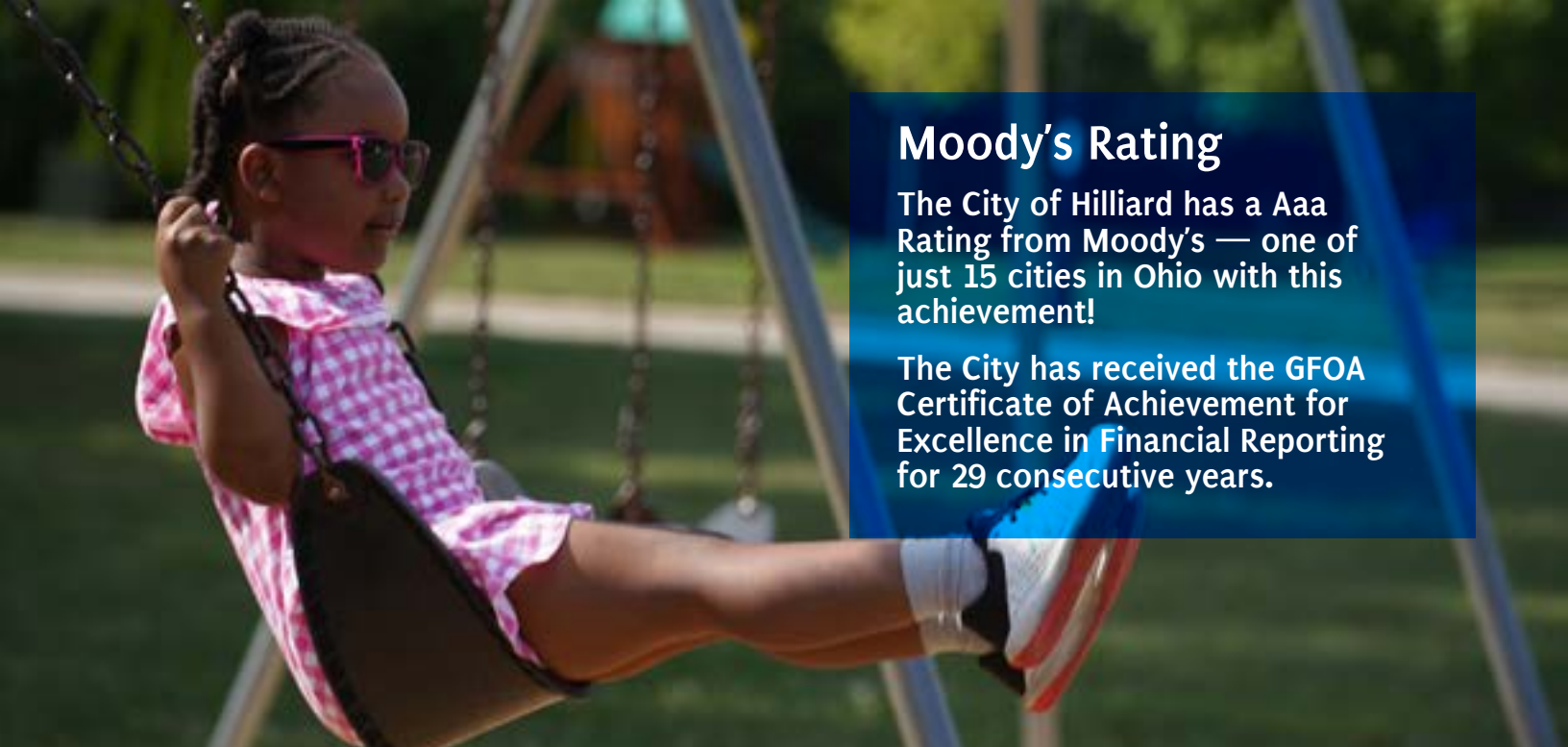
Position Profile

Director of Finance

City of Hilliard, Ohio | hilliardohio.gov



Real People.
Real Possibilities.



Moody's Rating

The City of Hilliard has a **Aaa Rating** from Moody's — one of just 15 cities in Ohio with this achievement!

The City has received the **GFOA Certificate of Achievement for Excellence in Financial Reporting** for 29 consecutive years.

The City of Hilliard, Ohio, is seeking a Director of Finance to lead a seven-person department in a rapidly growing community with a Council-City Manager form of government.

The ideal candidate will have progressive experience in municipal finance leadership and demonstrated success working as part of a collaborative citywide team of dedicated public servants.

The City of Hilliard's Promise

In Hilliard, our team of passionate public servants comes to work each day exhibiting "Hilliard's Promise" with every action we take. We believe and exemplify the following as part of this promise to each other and our community:

- **A Heart for Service** that results in **Exceptional Service from Exceptional People**.
- **Strength in Teamwork** that results in **One Team Delivering Bold Results**.
- **A Drive for Excellence** that results in **Quality and Innovation in All We Do**.

Everything we do as a city is designed to improve the lives of the people living and working here.

We work to ensure Hilliard is safe, healthy, vibrant, and welcoming because our ultimate goal is improving quality of life.

In a resident perception survey performed in 2022, we asked residents how they feel about living in Hilliard. The results were overwhelmingly positive and show our community thinks we are on the right track:

- 96% of surveyed residents say Hilliard is an excellent or good community in which to live.
- 95% would recommend Hilliard to others as a place to call home.
- 94% said the overall customer service by City of Hilliard employees is excellent or good.
- And 93% say Hilliard quality of life is excellent or good.

The City receives nearly 70% of its general fund revenue from a 2.5% municipal income tax. In 2021, community voters overwhelmingly approved a 0.5% increase to that income tax, with the additional revenue earmarked for recreation and parks.

In 2022, the City collected \$46.7 million in income tax (withholding, business, and individual). Top employers include Advanced Drainage Systems, Amazon Data Services, and Micro Center Inc.

In 2023, the City of Hilliard was named one of the Intelligent Community Forum's Top 21 Smart Cities in the world, an honor that recognizes communities demonstrating best practices in broadband implementation, workforce development, digital inclusion, innovation, advocacy, and sustainability.

Apply online: raftelis.hire.trakstar.com/jobs/fk0xvv9

Questions: Catherine Tuck Parrish at ctuckparrish@raftelis.com or Kelsey Batt at kbatt@raftelis.com

Our Community

Hilliard is a thriving central Ohio community with an estimated population of more than 38,000 residents.

We are a growing, vibrant and innovative city, balancing scenic beauty and residential diversity with dynamic businesses and corporate development. More than 1,200 businesses call Hilliard home. Two-thirds of our workforce is white-collar, and our median household income is more than \$97,000 per year.

And Hilliard is a safe community; 89 percent of our surveyed residents report they feel secure in the city.

But just 15 minutes from Hilliard's quiet, tree-lined neighborhoods is downtown Columbus, the heart of the 14th largest city in the United States. That means Hilliard residents enjoy big-city amenities such as an eclectic dining scene, ranging from more than 60 regional craft breweries (including Hilliard's own Crooked Can) to fine restaurants. There's family fun, from the internationally acclaimed Columbus Zoo and Aquarium to professional

sports, including Columbus Blue Jackets hockey, Columbus Crew soccer, the PGA's Memorial Golf Tournament, and Columbus Clippers' minor league baseball (not to mention The Ohio State University Buckeyes!)

Residents and corporate citizens enjoy high-quality, dependable city and safety services, 25 developed parks, more than 36 miles of scenic multipurpose trails, popular recreational programs, diverse community celebrations, and a variety of safe and attractive neighborhoods.

AT-A-GLANCE

Population: 38,157

Median household income: \$97,485

Education: 57% have a bachelor's degree or higher

Median age: 37.3

In April 2023, the City will break ground on its largest capital project in history, a recreation and wellness campus that will include a 105,000-square-foot community and fitness center and numerous new athletic fields. This \$105 million project is being funded thanks to a 0.5% income tax increase passed by voters in 2021.

Hilliard City School District (hilliardschools.org) is Ohio's tenth largest, with more than 16,300 students. It is also one of the state's most highly regarded, fulfilling its mission in preparing every student to be "Ready for Tomorrow."





Director of Finance Position

The Director of Finance is the fiscal officer of the City, who works under the direction of the City Manager. This position directs the activities of the seven-member Department of Finance and administers the City's financial affairs. Work involves overseeing collection, custody, and disbursement of public funds, payroll, and income tax; maintaining municipal accounting records; managing and providing advice on investments; signing all bond issues; and participating in budget development. The department operates on a \$1.2 million budget. The primary financial software used by the City are the Civica CMI and OpenGov.

Essential Duties

Plan, coordinate, and lead the City's fiscal and accounting activities including: financial accounting and reporting; internal controls; internal auditing; management of financial software systems; payroll; fixed assets; collection of local income taxes and fees.

Lead the City's annual operating budget and 5-year capital improvement program process, working closely with the City Manager and the City's Department Directors; prepare related annual budget calendar to guide the process; prepare related presentations and budget documents; and provides monthly and quarterly financial updates.

Works with a financial advisor and outside auditors to prepare of the City's annual financial reports; oversee annual independent audit; and interface with independent auditor(s).

Serve as the strategic financial advisor to the City regarding revenue and expenditure forecasting, cash management, budgeting, investment, debt management, and reserves, ensuring the City's fiscal resiliency. Oversees the implementation of same.

Develop or assist in the development of financial studies, plans, forecasts, estimates, and finance-related ordinances and resolutions. Prepare, present, and be knowledgeable about City Council agenda items on financial matters and attend City Council meetings.

Gather, prepare, and interpret data for studies, reports and recommendations. As requested, make related presentations to City Council, committees and commissions and represent the City at finance-related meetings/events.

Review and revise policies, procedures and internal controls to ensure best management practices are in place to maximize effectiveness and minimize risks.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify and implement innovative and best-practice opportunities for improvement.

Actively participate as a key member of the City's Leadership Team in discussions and implementation of opportunities/challenges being pursued/solved by the team.

Prioritize, direct and evaluate the work and professional development of the finance staff. Establish, maintain, and foster positive and effective working relationship among the department staff and with other City staff.

Build an internal culture that ensures the City's core values of Heart for Service, Strength in Teamwork and Drive for Excellence are part of our employees' everyday experience. Ensure a workplace where employees thrive and understand how their work contributes to the City's vision.

Works with the Regional Income Tax Authority (RITA), which performs income tax collection on behalf of the City.

Apply online: raftelis.hire.trakstar.com/jobs/fk0xvv9

Questions: Catherine Tuck Parrish at ctuckparrish@raftelis.com or Kelsey Batt at kbatt@raftelis.com

Qualifications / Traits

Possession of a bachelor's degree in accounting, public finance, business administration or related field and five years of progressively responsible experience in finance, accounting and auditing including supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

- Thorough knowledge of the principles, theories and practices of financial accounting, auditing, and budget management.
- Thorough knowledge of local, state, and federal laws, policies, rules, regulations and standards pertaining to financial accounting, investment of public funds, and budgeting.
- Thorough knowledge of development, improvement, and maintenance of internal accounting controls appropriate for accounting, reporting, and city operations.
- Thorough knowledge of budget preparation and management.
- Considerable knowledge of financial accounting, auditing budget analysis and preparation work, and associated applications.
- Considerable knowledge of personnel policies, rules, and regulations.

- Considerable knowledge of fund accounting.
- Considerable knowledge of principles of management and supervision.
- Ability to analyze difficult and complex financial issues and to make recommendations for proper actions.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other departments, employees, elected officials, professionals, and the general public.
- Ability to prepare clear and concise written reports.
- Ability to supervise and guide the work of others in making complex fiscal decisions.
- Ability to communicate effectively both orally and in writing with other employees, program staff, clients, outside organizations, and others.

Compensation

The expected hiring range of the Director of Finance is \$145,000 - \$165,000, depending on qualifications, with an excellent benefits package that includes City contributions to the Ohio Public Employee Retirement System, paid vacation, twelve (12) paid holidays, two personal days, accrued sick leave, and tuition reimbursement up to \$7,000 per year. This is an onsite position at Hilliard Municipal Building, 3800 Municipal Way, Hilliard.

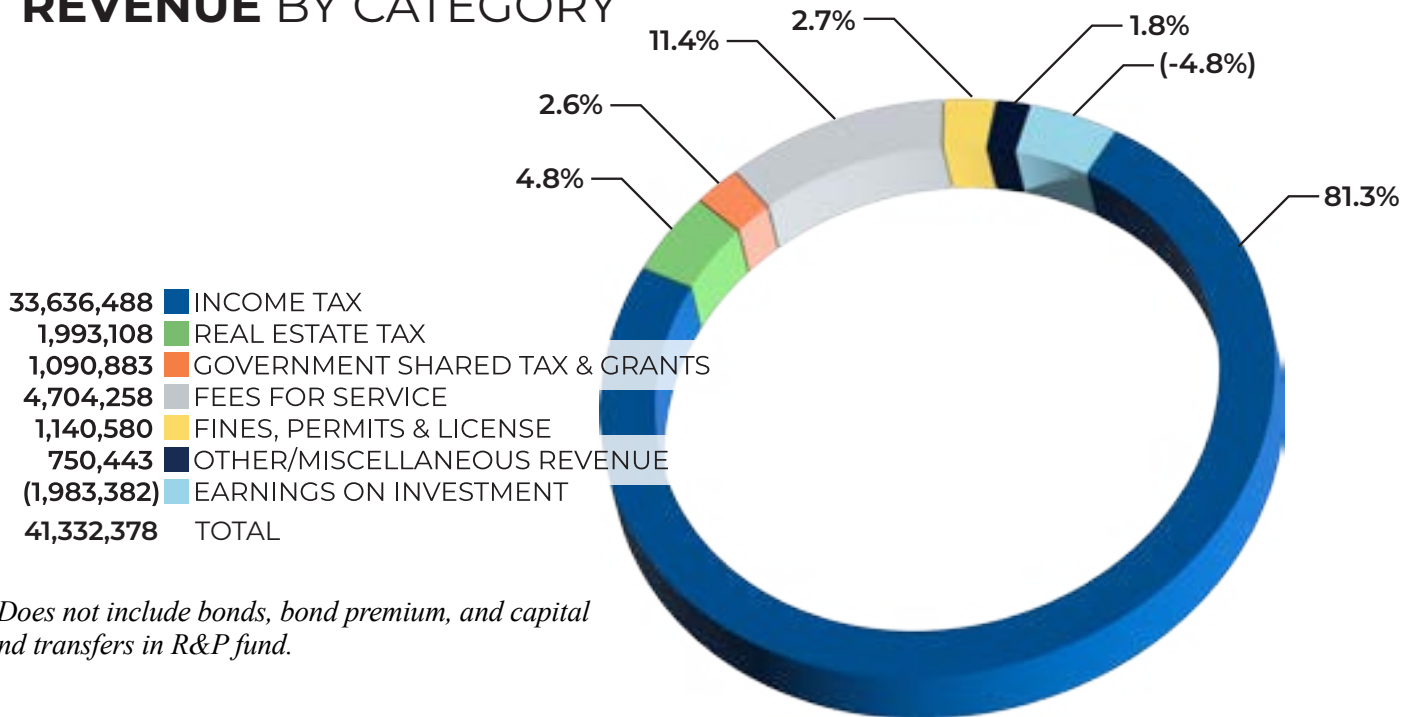


Financial Information

Find annual reports and other detailed financial documents

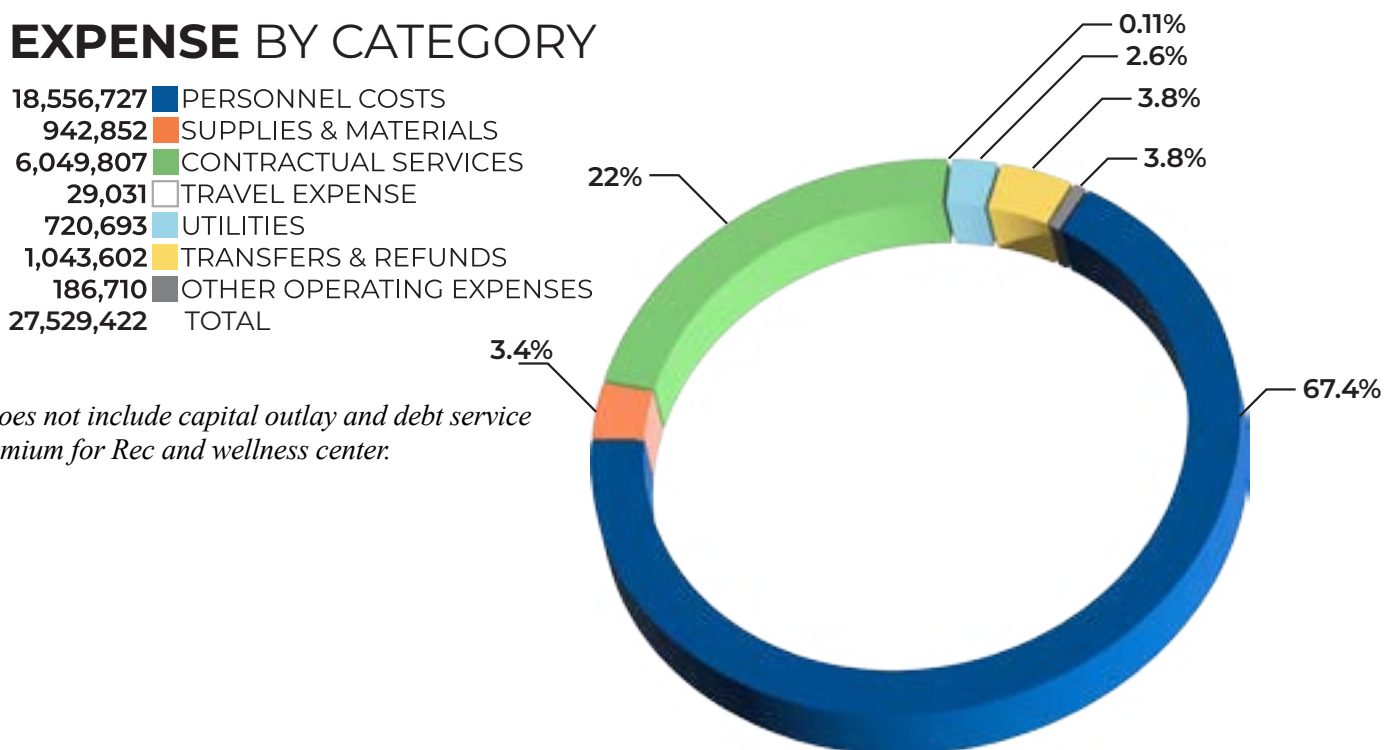
online at hilliardohio.gov/departments/finance/

REVENUE BY CATEGORY



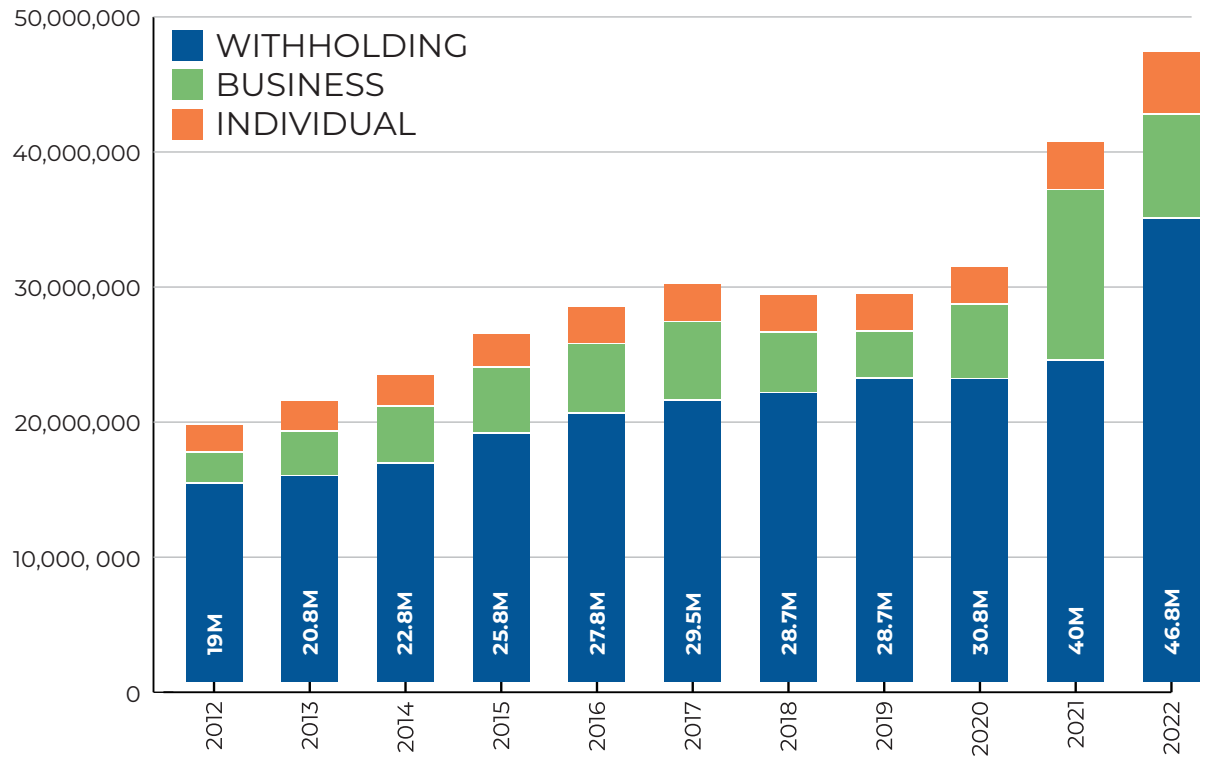
** Does not include bonds, bond premium, and capital fund transfers in R&P fund.*

EXPENSE BY CATEGORY

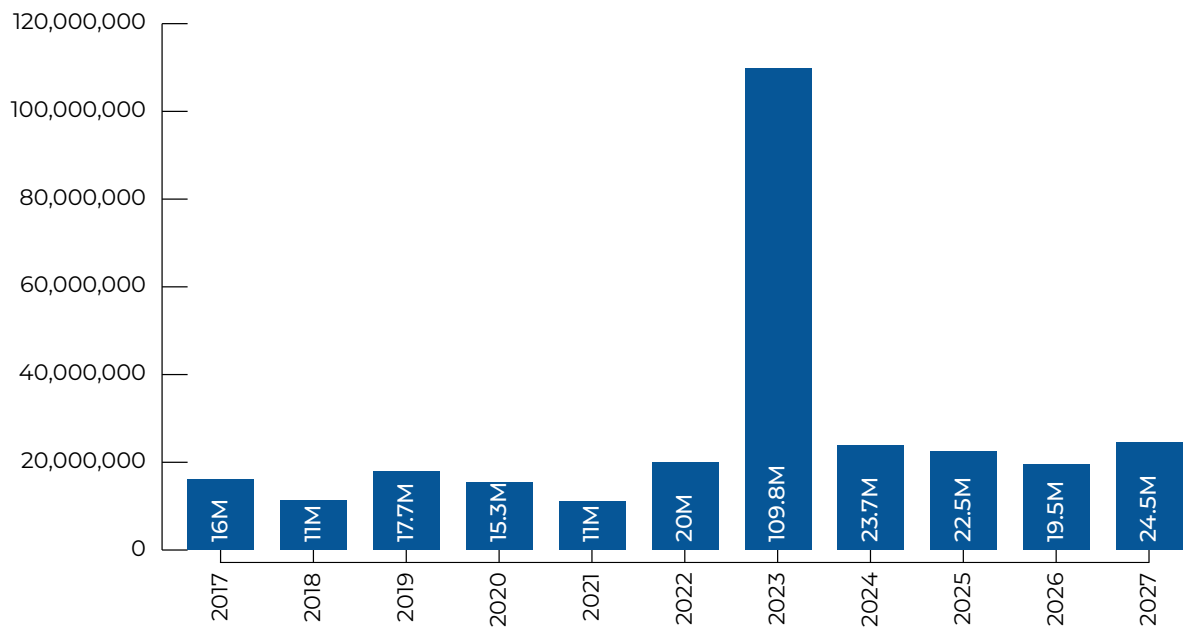


**Does not include capital outlay and debt service premium for Rec and wellness center.*

TOTAL INCOME TAX REVENUES



CAPITAL IMPROVEMENT ANNUAL BUDGET



A photograph of a child playing in a water park splash area. A large blue bucket is pouring water over the child, creating a large splash. The child is wearing blue and white patterned swim trunks. In the background, there are other water park structures, including a red slide and a green slide. The sky is blue with some clouds.

How to Apply

Applications will be accepted electronically by Raftelis at raftelis.hire.trakstar.com/jobs/fk0xvv9. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning April 21, 2023.

Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Kelsey Batt at kbatt@raftelis.com.

The City of Hilliard

3800 Municipal Way
Hilliard, OH 43026
(614) 876-7361
www.hilliardohio.gov