



## **Recruitment Profile Finance Director City Of Covington, Kentucky**

### **POSITION SUMMARY:**

Under direction of the City Manager, serves as Chief Financial Officer of the City; plans, organizes, directs, controls and evaluates the activities of the Finance Department. The Finance Director supports the financial accounting processes of the City in accordance with the Governmental Accounting Standards as promulgated by the Governmental Accounting Standards Board (GASB) as well as Generally Accepted Accounting Principles (GAAP). The Finance Director provides fiscal accountability to the City directly through the coordination, formulation, monitoring, and presentation of budgets for controlling funds to implement program objectives of the City. The Finance Director maintains a systematic, disciplined approach to identify risks and evaluate and improve the effectiveness of the Finance Department through the implementation and promotion of financial controls and governance processes.

### **PROFILE:**

This Recruitment Profile outlines factors of qualification and experience identified as necessary and desirable for Candidates for the Finance Director. The Profile was prepared following discussion with the management team, as well as a review of written materials relevant to the City of Covington and the requirements of the position.

This profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the Finance Director position are to be directed to the attention of:

Jo Ann Simpson, Human Resource Director  
20 W. Pike Street  
Covington, KY 41011  
Email: [jsimpson@covingtonky.gov](mailto:jsimpson@covingtonky.gov)

On-line applications will be accepted on [www.covingtonky.gov](http://www.covingtonky.gov). Applications will be reviewed starting immediately and will continue until the position is filled. Applications without a resume will not be accepted.

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Covington Riverfront

## Covington History & Community Life



The City of Covington, incorporated in 1815, is located in northern Kentucky among the rolling hills and bluffs adjacent to the Ohio River. With a population of 40,563 in

2010, it is the largest community in northern Kentucky and the fifth largest in the state. Covington saw considerable growth in the 19<sup>th</sup> century with an influx of Dutch and German immigrants. However, due in part to the “flight to the suburbs” from the 1940s through the 1970s, the community’s population declined. With the addition of an industrial park in the 1980s and a renaissance of the riverfront and downtown area that continues today, the City’s population is once again on the rise. As a result of this growth, major hotels and many businesses have since located in the downtown area.

Directly across the Ohio River from Covington is Cincinnati, Ohio. Many Covingtonians regularly walk over the Roebling Bridge (resembling the Brooklyn bridge) to enjoy Cincinnati’s many museums, theaters and professional sports teams

(NFL Bengals football; MLB Reds baseball). Covington is a choice location to reside, with 19 distinct neighborhoods. It has the strong family atmosphere/values of a small town, with the amenities of a metropolitan area. It is home to 16 National Registered Historic Districts-second largest in the State of Kentucky. The majority of these structures are homes. In addition to the new condominium opportunities in the downtown and along the riverfront, the community has a wide variety of housing stock including single-family and multi-family homes, in a price range from under \$100,000.00 to more than \$1 million. Covington has a strong neighborhood identity as shown by their active neighborhood associations that host monthly meetings and regularly confer with City officials.

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### **DeVou Park**

Recreation and leisure abound in Covington. The Covington Recreation Department is responsible for 16 parks, including dozens of baseball and soccer fields, tennis courts, picnic area, playgrounds, and etc. There are four swimming pools and extensive nature trails. The crown jewel of the recreation facilities is DeVou Park. Located on 700 acres in the hills overlooking the City; the park offers spectacular views of the Ohio River and the Cincinnati skyline. The Kentucky Symphony Orchestra regularly performs concerts in the WPA-constructed DeVou Park band shell during the summer. The DeVou Park Golf Course offers a challenge to novices and seasoned pros.

Covington and northern Kentucky have some of the best schools in the state. The Covington public schools system consists of several elementary schools, a middle school and a high school. The City is also home to numerous private and specialty schools. The latter includes the regionally-recognized Covington Latin School – a college preparatory school that has been educating young people since 1923. Students enter in the sixth or seventh grade and complete high school in four calendar years. Several major colleges are also located in close proximity to Covington, including Northern Kentucky University, Xavier University a University of Cincinnati, and Thomas More, to name a few.

The Mary Ann Mongan Library offers a complete array of periodicals, books, and reference guides, along with access to the internet. St. Elizabeth

Medical Center and HealthPoint Family Care provide the healthcare needs for residents. In 2009, St. Elizabeth opened a newly constructed state-of-the-art emergency room and medical facility in Covington on property adjacent to I-75. There are also numerous assisted living facilities and nursing homes to serve seniors. In addition, there are many houses of worship, representing a diversity of denominations located in and around Covington.

### **Government**

The City of Covington operates under a City Manager form of government. The Mayor is elected at large for a four-year term. Four Commissioners are elected at-large for two-year terms. The Commission is responsible for establishing policy and direction for the community. The City Manager, appointed by the Commission, is responsible for implementing the policy set by the Mayor and Commissioners, as well as overseeing the day-to-day operations of Covington. There are numerous Boards and Commissions that meet regularly to advise the Mayor and Commissioners. Covington is a full-service community offering traditional municipal services, including police, fire, public works, finance, economic development, code enforcement, housing and recreation.



**Covington Flood Wall Mural**

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For a copy of the City's 2015-2016 Budget please visit: <http://www.covingtonky.gov/forms-documents/view/annual-city-budget-2015-2016> .

The City of Covington employs slightly over 300 full-time employees. Approximately 75% of our employee base is represented by AFSCME, FOP and IAFF unions.

## **Finance Department**

### **Department Functions:**

The Finance Department is responsible for ensuring that the assets of the City are protected from loss, theft, or misuse and that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. Specific duties include general accounting, bill paying, keeping track of expenditures, payroll, and accounts receivables and collections. The Finance Department also serves as a pay center for all taxes and fees charged by the City.

### **Candidate Qualifications Criteria**

The following factors have been identified by City of Covington as *ideal* attributes for the Finance Director to possess in order to function effectively in the position:

- Education
- Experience
- Management style
- Leadership with integrity

The proposed starting salary for the position is \$81,731.00 to \$89,900.00, depending on qualifications and experience.

### **Education and Experience**

- Bachelor's Degree from an accredited university in Finance, Accounting, Economics, or Public Administration.
- Minimum of five (5) years of appropriate professional level experience, or any combination of education, training and experience which provide knowledge, skills and abilities to effectively perform the duties of the position.

- Experience and/or education must cover at least several facets of financial management, such as accounting, auditing, investments, supervision of staff, computerization, and general financial management.
- CPA designation or MBA preferred.
- Must be Bondable.

### **Management Style**

- Leads with integrity and has a high sense of personal and professional ethics.
- Possesses excellent interpersonal communication skills; presents a professional image on behalf of the City of Covington.
- Creates and implements initiatives, a "self-starter" comfortable working with limited direction. Effectively communicates plans to the City Manager, Mayor, City Commissioners, and other staff on a routine basis.
- Demonstrates a collaborative management style; a team player willing to work closely with fellow employees in a small, energetic, customer-focused department.
- An enthusiastic, positive, open, and self-confident individual who is comfortable interacting with a wide variety of business and civic organizations.
- Effective public speaker; confidently represents the City's position on various strategies and projects; excellent verbal and written communication skills.
- Manages multiple, critical projects with a high degree of energy and enthusiasm.

**A full job description and application is available on our website at**

**<http://cov.applicantstack.com/x/openings>**

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