

ORDINANCE NO. 2026-49

INTRODUCED BY MAYOR

A PAY ORDINANCE CONCERNING THE EMPLOYMENT OF KAREN HOWSE AND SETTING FORTH THE DUTIES AND COMPENSATION FOR THE POSITION AND DECLARING AN EMERGENCY

WHEREAS, the Mayor has appointed Karen Howse to the position of Interim Finance Director; and,

WHEREAS, the attached Exhibit A sets forth the a job description of the employment position for which the position shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. Council has previously appropriated the funds required for the payment of salary for the employment of Karen Howse as Interim Finance Director as set forth in said Exhibit A.

SECTION 2. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village given, therefore, provided it receives the two-thirds vote of all members of Council elected thereto, said ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: June 2, 2026

Eloise Hardin
Eloise Hardin, President of Council

Carol Jackson
Carol Jackson, Clerk of Council

Presented to the Mayor: June 4, 2026

Approved: Erica J. Nikolic
Erica Nikolic, Mayor

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2026-49 was duly and regularly passed by this Council at the meeting held on 2nd day of June, 2026.

Carol Jackson
Carol Jackson, Clerk of Council

POSTING CERTIFICATE

I, Carol Jackson, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2026-49 was duly posted on the 4th day of June, 2026, and will remain posted in accordance with the Oakwood Village Charter.

Carol Jackson
Carol Jackson, Clerk of Council

DATED: June 4, 2026

Job Description – Exhibit A

Position Title: Interim Finance Director

Employee Name: Karen Howse

Scheduled Work Hours/Days: Part-time, Approximately 20 hours per week

Reports To: Mayor and Council

Location: Village Hall

Pay Scale: \$50,000.00 per year

Special Requirements: See below

Position Summary

The Finance Director serves as the Village's Chief Fiscal Officer and is responsible for the strategic leadership, administration, and oversight of all financial operations for Oakwood Village. This position ensures the Village's finances are administered in accordance with the Ohio Revised Code, Village Charter and Ordinances, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and all applicable federal, state, and local laws and regulations.

The Finance Director provides leadership in budgeting, accounting, treasury management, payroll administration, auditing, debt management, revenue forecasting, investment oversight, tax administration, and long-range financial planning. The Finance Director serves as the principal financial advisor to the Mayor, Village Council, department directors, and other stakeholders and supports the Village's operational, strategic, and economic development goals.

The position also assists in preparing legislation, developing fiscal policy, maintaining financial integrity, and ensuring transparent reporting and accountability for all public funds.

Essential Duties and Responsibilities

Financial Administration and Treasury Management (30%)

- Serve as custodian of all Village funds and public monies.
- Direct and oversee all accounting, treasury, payroll, accounts payable, accounts receivable, billing, and cash management functions.
- Manage the receipt, deposit, investment, and disbursement of Village funds.
- Monitor and oversee banking relationships and investment portfolios in accordance with Ohio investment laws and Village policies.
- Review and approve purchase requisitions, invoices, payrolls, and financial claims.
- Ensure proper internal controls and safeguards over public assets.
- Monitor cash flow and maintain adequate liquidity for Village operations.

- Oversee debt administration including bond schedules, repayment obligations, and financing arrangements.
- Supervise municipal income tax administration and collection processes.

Budget Development and Financial Planning (25%)

- Lead preparation and administration of annual operating and capital budgets.
- Coordinate with department heads to develop budget forecasts and expenditure plans.
- Analyze historical and projected revenues and expenditures.
- Develop short-term and long-term financial strategies and planning initiatives.
- Monitor departmental spending and ensure expenditures remain within appropriated budget authority.
- Prepare revenue projections and financial analyses for policy and operational decisions.
- Present budget recommendations to the Mayor and Village Council.
- Assist with capital improvement planning and funding strategies.

Financial Reporting, Compliance and Auditing (20%)

- Prepare and present monthly, quarterly, and annual financial reports.
- Produce year-end financial statements and required governmental filings.
- Coordinate and oversee internal and external audit activities.
- Ensure compliance with GAAP, GASB standards, Ohio Revised Code requirements, and all federal, state, and local regulations.
- Prepare reports and documentation requested by auditors and regulatory agencies.
- Develop and implement accounting policies and procedures.
- Maintain financial records and reporting systems to ensure accuracy and transparency.
- Identify compliance risks and implement corrective actions.

Financial Leadership and Legislative Administration (10%)

- Serve as principal financial advisor to the Mayor and Village Council.
- Assist in preparation and review of legislation affecting financial operations, appropriations, transfers, contracts, grants, and fiscal matters.
- Attend Council meetings, committee meetings, workshops, and public hearings as required.
- Present financial reports and explain fiscal impacts of legislation and initiatives.
- Conduct financial research and policy analysis.
- Develop recommendations for fiscal policies and operational improvements.

Economic Development and Grants Administration (10%)

- Support Village economic development initiatives through financial planning and analysis.
- Coordinate with Village administration and external partners regarding grants, development projects, enterprise initiatives, and funding opportunities.
- Assist with identifying and managing public funding opportunities.

- Analyze financial feasibility and funding sources for community initiatives and projects.

Supervision and Department Operations (5%)

- Provide leadership and supervision to Finance Department staff.
 - Conduct staff meetings and communicate departmental policies and expectations.
 - Evaluate employee performance and provide coaching and professional development.
 - Establish departmental procedures and operational standards.
 - Improve workflow efficiencies and financial processes.
 - Perform additional duties consistent with the responsibilities of the office as assigned by the Mayor or Village Council.
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Required Qualifications

Education

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or related field.

Experience

Minimum of four (4) years of progressively responsible municipal finance experience as a Chief Financial Officer, Assistant Chief Financial Officer, Finance Director, Assistant Finance Director, or similar senior-level governmental finance position.

Experience must include:

- Government accounting and financial reporting
- Budget preparation and administration
- Payroll and treasury oversight
- Audit coordination
- Public sector financial planning
- Staff supervision

An equivalent combination of education and experience demonstrating the knowledge, skills, and abilities necessary to perform the position may be considered.

Preferred Certifications

Highly desirable:

- Certified Public Accountant (CPA)
 - Certified Public Finance Officer (CPFO)
 - Certified Government Financial Manager (CGFM)
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Required Knowledge, Skills, and Abilities

- Thorough knowledge of governmental accounting principles and municipal finance practices.
 - Knowledge of Ohio municipal laws, public finance regulations, and Ohio Revised Code provisions.
 - Knowledge of GAAP and GASB reporting standards.
 - Knowledge of budgeting, investments, debt financing, payroll administration, and tax administration.
 - Ability to interpret and apply federal, state, and local laws and regulations.
 - Ability to develop strategic financial plans and revenue projections.
 - Ability to analyze complex financial information and formulate recommendations.
 - Ability to prepare and present detailed financial reports.
 - Strong analytical, organizational, project management, and decision-making skills.
 - Ability to supervise staff and manage departmental operations.
 - Ability to communicate effectively with elected officials, employees, auditors, residents, and the public.
 - Ability to maintain confidentiality and exercise sound judgment.
 - Proficiency with financial management software, spreadsheets, accounting systems, and Microsoft Office applications.
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Work Environment and Physical Requirements

Work is performed primarily in a professional office environment requiring prolonged periods of sitting, standing, computer use, communication, and occasional attendance at meetings outside normal business hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Please email resumes to: Mayor's Executive Assistant, Lauren Reese at lreese@oakwoodvillageoh.com
