



## CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

### **RECRUITMENT ANNOUNCEMENT** **Post through March 27, 2017** **ASSISTANT FINANCE DIRECTOR** **(Regular Full-Time)**

#### **GENERAL STATEMENT OF DUTIES**

The City of Kettering, OH is recruiting for a full-time **Assistant Finance Director**. The Assistant Finance Director plans, supervises and assists in the work involved in the accounting, financial reporting, and grant management programs of the Finance Department. Participates to some extent in the treasury and debt function. Exercises direction and supervision over assigned staff in the areas of general ledger, accounts receivable, accounts payable and payroll. Reports to and works under the general supervision of the Finance Director. Serves as Finance Director in his/her absence. Performs related work as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate will have experience and knowledge of municipal finance administration, accounting principles and practices and auditing; principles of personnel management, supervision and performance evaluation; modern office methods, practices and procedures, including record keeping and data security methods and techniques; general laws, policies and procedures governing municipal finance; research and reporting methods, techniques and procedures; and computer systems in general.

Additionally, the candidate will have the ability to analyze and interpret financial and accounting records; organize work and perform a broad range of supervisory responsibilities over accounting staff; interpret and implement existing and new GASB pronouncements; produce CAFR with no outside assistance; interpret and apply complex laws, rules and regulations relating to tax and accounting matters; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with employees, supervisors and the general public; exercise integrity, honesty, personal initiative and sound independent professional judgment is essential; be proficient in using computer systems in general.

Significant background in general accounting is essential, with experience in public accounting and/or local government finance desirable. A Bachelor's degree in Accounting from an accredited college or university (or a related degree with a record of directly related experience) and a certified public accountant license (CPA) is required. A Master's degree is preferred. EDP experience and/or training is highly desirable.

#### **COMPENSATION & BENEFITS**

Salary up to \$116,626, with entry dependent upon qualifications and experience; excellent benefits.

#### **TO APPLY**

Submit a **Resume** and **Cover Letter**, including salary history, by 5 PM on March 27, 2017 to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Rd., Kettering, OH 45429 or [kettthr@ketteringoh.org](mailto:kettthr@ketteringoh.org) or by fax to 937-296-3371. Office hours are 8AM – 5PM, Monday through Friday. For more information about this position and the City of Kettering, visit [www.ketteringoh.org](http://www.ketteringoh.org).

### **Equal Opportunity Employer**

3600 SHROYER ROAD • KETTERING, OHIO 45429-2799  
937-296-2446 • FAX 937-296-3371  
[www.ketteringoh.org](http://www.ketteringoh.org)