



## RECRUITMENT ANNOUNCEMENT

### FINANCE DIRECTOR

### FINANCE DEPARTMENT

The City of Oakwood is currently accepting applications for the full-time position of Finance Director. The Finance Director reports to the City Manager and oversees various operations of the City's Finance Department.

#### **JOB RESPONSIBILITIES:**

- Assume full management responsibility for all Finance Department services and activities including budgeting, general accounting, auditing, payroll processing, accounts payable, utility billing, income tax collection, health district and liaison for the city-wide management information systems.
- Ensure compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Serve as the primary financial advisor to the City Council, the City Manager, department heads and City staff.
- Coordinate the City's investment portfolio as authorized.
- Oversee and direct activities of the accounting function, including coordinating, administering, updating, and evaluating processes, procedures, systems, workloads, and standards.
- Prepare, review and audit internal financial reports, worksheets, general ledger entries, and other documents created by subordinates.
- Assist in preparing the annual operating and capital budget and prepare a five-year financial forecast.
- Prepare required reporting to the county and state including the annual tax budget and the Certificate of Total Amount from All Sources available for expenditures and balances, and other reports as needed.
- Prepare and complete the annual financial reports and other financial reports in preparation for the annual audit.
- Maintain an account of the City's fixed assets, including calculation of depreciation, tracking, inventory and disposition of assets.
- Prepare and deliver reports to the City Council and other Boards as directed by the City Manager.
- Maintain accurate records of all tax assessments with the county auditor and prepare necessary paperwork for assessments.
- Oversee utility billing and collection, research and resolve billing concerns and issues and develop and implement utility billing policies and procedures.
- Performs all other related duties as required and assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business, public administration or a related field.
- Five (5) years of experience in municipal finance and accounting, public accounting, or auditing.
- Or equivalent combination of experience, education and training required for the job.
- Valid Ohio Driver's License.

### **PREFERRED QUALIFICATIONS:**

- Certified Public Accountant (CPA) License.

### **COMPENSATION:**

*The current pay range is \$97,576.00 - \$138,864.40 annually, depending on qualifications and knowledge, plus an excellent benefits package including but not limited to health and dental insurance, vision coverage, life insurance, paid leave, and enrollment in the Ohio Public Employee Retirement System (OPERS) pension program.*

### **HIRING PROCESS:**

The successful candidate will be required to complete a thorough background process, including a criminal check, physical exam, and drug screen.

### **TO APPLY:**

Submit a resume and application to the HR Department at 30 Park Ave., Oakwood, OH 45419 and Visit [www.oakwoodohio.gov](http://www.oakwoodohio.gov) for details. For the employment application click on the link <https://oakwoodohio.gov/employment-application/>

**Equal Opportunity Employer**