

DIRECTOR OF FINANCE

City of Green, OH (pop. 27,299). The City of Green ([Green, OH | Official Website](#)) seeks candidates for the position of Finance Director. Located between Canton and Akron along 1-77, the City of Green retains its small-town feel, while growing as a full-service, retail, residential, and industrial center. An hour south of Cleveland, Green residents enjoy the attributes of a close-knit community with convenient highway and local airport access.

Green, OH is an affordable place to live with a cost of living slightly below the national average. Green Local Schools consistently perform well with a 4.5/5.0 Ohio School Report Card in the last school year of 2023/2024.

The City maintains over 700 acres of parkland including diverse nature preserves, conservation areas, and a golf and event center owned by the City with access to two state parks. The redesigned Akron-Canton Airport provides a 41,600 sq. ft. concourse within Green City limits.

The City of Green is known for its balanced growth, excellent schools, expansive parks, family-friendly living, and fiscally conservative government. The City's total 2025 budget is over \$53M, including an operating budget of \$45M. The City is in a solid financial position. Its latest bond issuance was rated AAA by Standard & Poor's.

The City operates by a Mayor-Council form of government with a City Council consisting of seven members elected on a non-partisan basis for a term of four years. Both the elected City Mayor and Law Director are beginning a second year of a four-year term. All Department Heads, including the Finance Director, are appointed by and directly report to the Mayor. City Departments provide services in the following areas: fire, street/parks/storm water repair and maintenance, planning and zoning, community and economic development, recreation, and engineering. The City currently employs 150 people, mostly full-time.

About the Position

The Finance Director is responsible for, and oversees the accounting, collection, and custody of public funds within the guidelines of the Municipal Charter and Ohio Revised Code, and controls all disbursements and countersigns all bonds and notes issued by the municipality. The Finance Department's responsibilities are completed by a team of ten (10) employees including the Director, working in general finance, payroll, accounts payable, invoicing, income tax, and assisting with the tax increment financing (TIF) program.

Key responsibilities for the position include:

- Manages the City's financial transactions and day-to-day budget administration, such as payment of bills, preparation of payroll, maintenance of fixed asset records, receipt of monies, municipal income tax enforcement, auditing, and debt / investment administration.
- Responsible for the use of all public funds overseeing all disbursements and ensuring adequate cash liquidity and fund balances.
- Provides leadership and management of staff and oversees daily activities.
- Prepares analysis and reports on City's financial condition and stability to the Mayor, City Council, Department Heads, and the public. Prepares and presents legislation to City Council.

- Coordinates with other City staff and assists in development and maintenance of the annual operating and capital budgets and supplemental appropriations, including transfers and performance projections.
- Works with and assists state auditors with required annual Ohio state audit of City records.
- Has custody of all investments and invested funds of the City government or in possession of the City. Serves in a fiduciary capacity for the safekeeping of all bonds and notes of the City and the receipt and delivery of city bonds and notes for transfer, registration, and exchange.
- Responsible for the issuance and payment of City debt in accordance with applicable ordinances and laws.
- Oversees the competitive bidding process and purchasing function for the City. The Director is party to all purchase contracts issued by the City, including purchase orders.
- Functions as City Risk Manager, obtaining general liability, property, auto, and professional liability insurance including cyber-security insurance.
- Reviews and approves state and federal grants for compliance with applicable laws and regulations.

Position Requirements

The next Director will be a detail-oriented professional who is comfortable managing, as well as providing and explaining reliable financial analysis and reporting. A suitable background may include prior Finance Director experience, CPA firm experience working with municipalities and/or government entities, and/or experience with the Auditor of State's Office. The successful candidate will have:

- Bachelor's degree in Accounting, Business, Finance, Public Administration, or related field.
- A minimum of five (5) years' progressive work experience in municipal finance or accounting, with at least two (2) years of supervisory experience; or an equivalent combination of education, training, and experience.
- Experience working in a local and/or state government.
- Must be bondable.
- Working knowledge of automated accounting systems and relevant technology.
- Knowledge of the Ohio Revised Code as applied to municipal finance.
- Knowledge of rules and regulations governing financial management, preferably within Ohio, Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).
- CPA is preferred.

Compensation and Benefits

The anticipated starting salary range is \$105,000 to \$115,180. The range maximum is \$138,216. The City offers a comprehensive benefit package including medical, dental, vision, and life insurance, participation in the Ohio Public Employees Retirement System (OPERS), optional 457 plan participation, and paid leave time.

How to Apply

Use the Career Link below to apply. Attach your cover letter and resume or email these documents to msvenson@cityofgreen.org. Applications will be accepted through Friday, March 7, 2025.

Career Link: <https://secure.entertimeonline.com/ta/6111753.careers?ApplyToJob=704860161>

Equal Opportunity Employer

The City of Green is proud to be an equal opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, gender identity, veteran status, disability status, genetic information, non-disqualifying physical or mental disability, or any other basis covered by appropriate law. We will provide accommodations during the recruitment process upon request.