



## RECRUITMENT ANNOUNCEMENT

### ASSISTANT FINANCE DIRECTOR

#### FINANCE DEPARTMENT

The City of Oakwood is currently accepting applications for the full-time position of Assistant Finance Director for the Finance Department. The Assistant Finance Director reports to the Finance Director and performs various finance-related functions of the City.

#### **JOB RESPONSIBILITIES:**

- Assists the Finance Director in directing, planning and coordinating daily activities of the Finance Department. May act as Finance Director in the Director's absence.
- Oversees the payroll and utility operations work to ensure compliance with City Ordinances, State and Federal laws and specifications per contracts, unions and others.
- Assists with monthly and yearly city financial reports. Responsible for the daily and monthly balancing of the bank accounts.
- Responsible for the processing of accounts payable and contracts on a timely and accurate basis.
- Assists with Vital Statistics department duties including issuance of food permits, swimming pool licenses, birth certificates/abstracts and death certificates.
- Assists and/or reviews all monthly, quarterly and annual vital statistic department reports.
- Assists with the external auditors during annual independent audits.
- Assists with the annual budget preparation.
- Responsible for leading, managing, developing, mentoring and evaluating the performance of the Payroll and Utility Specialists.
- Responds to inquiries and provide general and financial information to other departments and the public.
- Remains cross-trained to provide backup coverage and assistance for a full range of office operations.
- 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, tax, auditing, or equivalent.
- Five (5) years of experience in municipal finance and accounting, public accounting, or auditing.
- Or equivalent combination of experience and education.
- Valid Driver's License.
- Notary Public (may be obtained after employment).

#### **COMPENSATION:**

*The current pay range is \$80,000 - \$92,177.41 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 Employer 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:**

The position is open until filled. Submit the City's employment application as soon as possible. For the employment application click on the link <https://oakwoodohio.gov/employment-application/>

- In the drop box located at 30 Park Avenue lobby, or
- By mail to: Human Resources Manager, City of Oakwood, 30 Park Avenue, Oakwood, Ohio 45419; or
- By email to: [personnel@oakwoodohio.gov](mailto:personnel@oakwoodohio.gov) or
- By fax to (937) 297-2940.

**Equal Opportunity Employer**