



The Village of Northfield is currently accepting applications for an Assistant Director of Finance.

Brief Description of the Position: Under the direction of the Mayor and Director of Finance the Assistant shall be responsible for directing and coordinating functions related to the bi-weekly payroll and accounts payable processing activities.

Job Duties:

- Analyze, prepare, and audit all financial data.
- Ensure compliance with Ohio Revised Code, GASB, and all other applicable standards.
- Assist in the preparation and management of the department and Village-wide budgets.
- Represent and manage the department in the Director's absence.
- Train, communicate, and resolve issues with Village staff, Elected Officials, and all others as needed.
- Continuously evaluate and improve finance processes and procedures.
- Prepare and submit reports, filings, and updates as required.
- Perform other related duties as required.

Qualifications:

- Bachelor's degree in accounting or other related discipline, plus a minimum of two (2) years experience in state and local government finance.
- Ability to manage financial programs and budgets.
- Strong supervisory skills.
- Ability to express or exchange ideas and instruction clearly.

Work Environment: Office. Sedentary work: exerting negligible force; occasional walking and standing. Physical activity: climbing, stooping, kneeling, pushing, pulling, lifting and grasping.

Hours: 40 hours per week; Monday-Friday 8am-4pm (is flexible); evenings and weekends as needed.

Salary Range: \$38.90-\$50.01 depending on qualifications.

If you are ready to become a part of the Village of Northfield team, please email a cover letter and detailed resume to finance@northfieldvillage-oh.gov.

Applications will be accepted until the position is filled.

The Village of Northfield is an Equal Opportunity Employer