



## **Assistant Finance Director**

The City of Powell is seeking a highly skilled, detail-oriented, and collaborative Assistant Finance Director to join our Finance Department. This professional-level position plays a key role in managing the City's daily financial operations and supporting the Finance Director in budgeting, reporting, audits, and long-range financial planning. This is an excellent opportunity for an experienced governmental accounting professional looking to make a meaningful impact in a growing and engaged community.

### **Hours**

- Monday through Friday, 8:00 a.m. to 5:00 p.m.

### **Starting Salary**

- \$85,000 to \$115,000 based on experience

### **Benefits**

- Medical, dental, vision, and prescription coverage for employees and eligible dependents, effective on day one (1) of employment.
- The City contributes a significant portion of the deductible to the employee's HSA account.
- Paid Time Off: 13 paid holidays, sick leave, and vacation leave. Prior service credit is applied when calculating vacation accrual.
- Retention incentive pay after 4 years of continuous service.
- Life insurance and accidental death & dismemberment coverage at one (1) times annual earnings (up to \$100,000) provided at no cost.
- Participation in the Ohio Public Employees Retirement System (OPERS).

### **Key Responsibilities**

- Assist in managing the daily operations of the Finance Department, including payroll, accounts payable, accounts receivable, and cash receipting.
- Prepare monthly financial report packages for the Finance Committee and City Council
- Assist with the annual operating and capital budget development process.
- Review and approve accounting transactions, journal entries, wire transfers, and bank reconciliations.
- Review and approve weekly invoice payment batches, ensuring proper purchase order processing and cash requirements.
- Assist with monitoring outgoing payments, fund balances, and City-wide cash flow
- Verify payroll accuracy and approve payroll and related reports.

- Assist in preparing the City's Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), and other financial reports.
- Assist with annual audit preparation, documentation, and coordination.
- Monitor appropriations, expenditures, encumbrances, and financial coding for accuracy and compliance.
- Support documentation of financial procedures, process improvements, and internal controls.
- Oversee Finance Department operations in the absence of the Finance Director to ensure continuity of service and compliance.

### **Minimum Qualifications**

- Bachelor's degree in accounting, public administration, or a related field.
- Minimum of five (5) years of professional accounting experience.
- Governmental accounting experience preferred.

### **How to Apply**

A complete job description and application are available on the City of Powell's Employment Opportunities website at <https://www.cityofpowell.us/About-Us/Careers>.

Interested candidates should submit their resume to the Human Resources Department at [jnahvi@cityofpowell.us](mailto:jnahvi@cityofpowell.us).

Join the City of Powell and be part of a forward-thinking organization where your financial expertise helps shape a strong, transparent, and sustainable future for our community.

The City of Powell is an Equal Opportunity Employer