



The City of Kettering is recruiting for the position of:

Assistant Finance Director



Salary up to \$148,158 annually



Medical, dental, vision & life insurance



OPERS retirement



Vacation, sick and personal leave

Candidates who are interested in this opportunity should apply via our online application portal at www.ketteringoh.org/jobs and attach a resume and cover letter.

Submission deadline is Aug. 3, 2026 at 5 p.m. (ET)

The City of Kettering's Finance Department is currently seeking a Full-Time Assistant Finance Director to plan, supervise and assist in the work involved in the accounting, financial reporting, and grant management programs of the Finance Department. The Assistant Finance Director participates in the treasury and debt function, exercises direction and supervision over assigned staff in the areas of general ledger, accounts receivable, accounts payable and payroll; facilitates the annual independent audit; and prepares financial reports.

You will have the opportunity to:

- Administer and direct the grant accounting needs for the City;
- Administer and prepare the financial reporting needs in accordance with GASB standards;
- Assist the department in the development and implementation of accounting policies, practices and procedures;
- Conduct research for accounting, budgeting and other functions as required;
- Assist in the treasury and debt management programs;
- Serve as the Finance Department representative on committees and/or boards;
- Administer the security of the finance accounting software system and assists with resolving finance system related issues while managing the accounting system database;
- Assist with training departments on procurement policies and procedures.

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Equal Opportunity Employer

CITY OF KETTERING



Experience and Qualifications:

The ideal candidate will have significant experience in public accounting and/or local government finance with good knowledge of municipal finance administration, accounting principles and practices; general laws compliance; policies and procedures governing municipal finance; research and reporting methods, techniques and procedures and appropriate software packages to create and maintain various financial programs. They must have the ability to analyze and interpret financial and accounting records; perform a broad range of supervisory responsibilities over accounting staff; interpret and implement existing and new GASB pronouncements; produce the Annual Comprehensive Financial Report with no outside assistance; interpret and apply complex laws, rules and regulations relating to tax and accounting matters and communicate clearly and concisely, both orally and in writing.

A Bachelor's degree in Accounting from an accredited college or university (or a related degree with a record of directly related experience) and possession of or ability to obtain a certified public accountant license (CPA); Certified Public Finance Officer (CPFO); or Certified Government Finance Manager (CGFM) is required. Experience and/or training in administration of financial systems/software is highly desirable.



Apply Here!



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