



City of Middletown
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January 23, 2026

**ASSISTANT FINANCE DIRECTOR
MIDDLETOWN, OHIO**

The City of Middletown seeks an Assistant Finance Director. This position is a senior-level professional, managerial government finance position responsible for the integrity, accuracy, and day-to-day leadership of the City's financial operations. This role requires a high degree of ownership, accountability, and independent judgment. The Assistant Finance Director plans, directs, and executes core financial functions, ensures compliance with applicable laws and accounting standards, and proactively identifies and resolves financial, operational, and staffing issues. The position serves as City Treasurer and Utility Billing Manager and is responsible for the effective management of City funds, investments, accounting systems, and utility billing operations. The Assistant Finance Director is expected to take initiative, follow issues through to completion, and act as a reliable second-in-command to the Finance Director. Work is performed under general direction of the Finance Director, according to established laws and accounting principles. Graduation from four-year college or university with major course work in accounting, finance, public administration, business, or a related field; and considerable experience in public finance, accounting, or treasury operations; or equivalent training or experience. **Salary Range: \$87,144 - \$125,835** plus excellent benefits package. Please send resume and work-related references to jobs@cityofmiddletown.org or to City of Middletown, Human Resources Division, One Donham Plaza, Middletown, Ohio 45042. Resumes will be accepted until the position is filled. EOE/Drug-free workplace.

CITY OF MIDDLETOWN

Position Description

Date: 1/17/2026

Position Title:	Assistant Finance Director
Department/Division:	Finance
Reports To:	Finance Director
Classified or Unclassified:	Unclassified
Exempt or Non-exempt:	Exempt
Union or Non-union:	Non-union
Salary Range:	173
Civil Service Commission:	N/A

Position Summary

The Assistant Finance Director is a senior-level professional, managerial government finance position responsible for the integrity, accuracy, and day-to-day leadership of the City's financial operations. This role requires a high degree of ownership, accountability, and independent judgment. The Assistant Finance Director plans, directs, and executes core financial functions, ensures compliance with applicable laws and accounting standards, and proactively identifies and resolves financial, operational, and staffing issues.

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Position is primarily sedentary, with some walking; standing; bending; carrying of light weight items (20 pounds or less) such as papers, books, and equipment.

Position Qualifications

1. Graduation from four-year college or university with major course work in accounting, finance, public administration, business, or a related field; and considerable experience in public finance, accounting, or treasury operations; or equivalent training or experience that provides the following knowledge, skills, and abilities:
 - a. Thorough knowledge of public finance, governmental accounting, and municipal investment practices.
 - b. Thorough knowledge of laws, regulations, and standards governing municipal finance and investments.
 - c. Demonstrated ability to independently manage complex financial programs and bring task to completion.
 - d. Strong analytical skills with the ability to interpret and explain complex financial information.

- e. Ability to develop, document, and enforce effective procedures and internal controls.
- f. Strong written and verbal communication skills, including the ability to present information clearly and professionally.
- g. Proven ability to lead, supervise, and hold staff accountable for performance and results.
- h. Ability to build effective working relationships while maintaining professional standards expectations.
- i. Must be bondable.
- j. Possession of a valid Ohio Driver's License.

Duties and Responsibilities (For Performance Appraisal)

- 1. Assume direct ownership of assigned financial operations, ensuring work is accurate, timely, and complete without the need for close supervision.
- 2. Plan, develop, implement, and continuously improve City financial and budgetary processes.
- 3. Ensure compliance with Generally Accepted Accounting Principles (GAAP), state statutes, City ordinances, and internal policies.
- 4. Identify financial risks, operational inefficiencies, or control weaknesses and take proactive steps to resolve them.
- 5. Serve as City Treasurer, responsible for safeguarding City assets and managing cash flow.
- 6. Invest City funds in accordance with the City's investment policy, exercising sound judgment and documenting decisions.
- 7. Ensure sufficient liquidity to meet City obligations and coordinate timely payment of claims and expenses.
- 8. Oversee the receipt, depositing, and reconciliation of all City funds, including cash, checks, and electronic payments.
- 9. Actively participate in the preparation, coordination, and completion of the City's Annual Comprehensive Financial Report (ACFR), including responsibility for assigned audit schedules, supporting documentation, and responses to auditor inquiries, while supporting the Finance Director.
- 10. Ensure all general ledger accounts, bank accounts, and subsidiary ledgers are reconciled accurately and on a monthly basis; unresolved discrepancies must be identified, documented, and resolved promptly.

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11. Analyze complex financial data and clearly communicate findings, risks, and recommendations to the Finance Director and other stakeholders.
12. Manage and oversee all utility billing operations, including water, sewer, refuse, wellfield, and stormwater utilities.
13. Establish, document, and enforce clear billing procedures, internal controls, and customer service standards.
14. Ensure billing is accurate, timely, and compliant with applicable regulations and policies.
15. Address escalated customer complaints decisively and professionally, ensuring resolution and follow-up.
16. Provide direct supervision, coaching, and performance management for assigned Finance Department staff.
17. Clearly communicate expectations, assign responsibilities, and hold employees accountable for results.
18. Address performance issues promptly and effectively, including corrective action when necessary.
19. Serve as Finance Director in the Director's absence, exercising full operational and decision-making authority with established policies.
20. Represent the Finance Department at required professional, interdepartmental, or community meetings.
21. Maintain effective working relationships with City departments, elected officials, external auditors, financial institutions, and the public.
22. Perform related duties as assigned to support the Finance Department operations.