

City of New Carlisle

Finance Director

Position Summary

The Finance Director serves as the chief financial officer for the City and is responsible for the overall administration, management, and strategic direction of the City's financial operations. This position oversees budgeting, accounting, financial reporting, auditing, debt management, and regulatory compliance functions. The Finance Director ensures accuracy, transparency, and adherence to all applicable federal, state, and local laws and regulations while advising City leadership on financial strategy and policy. This role provides direct supervision to finance department staff and plays a key role in organizational planning and decision-making.

Qualifications

- Significant supervisory and leadership experience required
 - In addition, the applicant must possess:
 - A minimum of five (5) years of experience in governmental finance or accounting;
 - A bachelor's degree in Finance, Accounting, Public Administration, or a closely related field; or
 - An equivalent combination of education and training
-

Required Knowledge, Skills, and Abilities

- Extensive knowledge of governmental accounting principles, budgeting practices, and financial reporting standards
- Proficiency in Microsoft Office and financial management systems; experience with SSI/VIP software preferred
- Strong leadership, organizational, and strategic planning skills
- Excellent written and verbal communication skills, including the ability to present complex financial information to non-financial audiences

- Ability to establish and maintain effective working relationships with elected officials, employees, residents, auditors, and external agencies
 - Ability to exercise sound judgment, discretion, and professionalism in all interactions
 - Demonstrated ability to manage multiple priorities, meet deadlines, and lead under pressure
-

Essential Duties and Responsibilities

- Directs and oversees all functions of the Finance Department, including budgeting, accounting, payroll, income tax, and financial reporting
- Develops, implements, and administers the City's annual operating and capital budgets
- Provides financial analysis, forecasts, and recommendations to City leadership to support strategic decision-making
- Ensures compliance with all applicable federal, state, and local financial laws, regulations, and reporting requirements
- Oversees the preparation of financial statements, annual reports, and other required disclosures
- Coordinates and manages the annual independent audit and ensures timely implementation of audit recommendations
- Establishes, maintains, and monitors internal controls to safeguard City assets and ensure accuracy of financial records
- Supervises, trains, and evaluates finance department personnel
- Leads long-range financial planning, revenue forecasting, and capital improvement planning
- Manages debt issuance, investments, and cash flow to ensure financial stability and optimal resource utilization
- Collaborates with other City departments on financial matters, including grants administration and funding opportunities

- Oversees all accounting operations, including accounts payable, accounts receivable, payroll, and general ledger functions
 - Ensures proper handling, receipt, deposit, and reconciliation of all municipal funds, including cash, checks, and electronic payments
 - Advises the City Manager and Council on financial policies, procedures, and risks
 - Represents the City in financial matters with external auditors, regulatory agencies, and financial institutions
 - This position also serves as the City's Tax Administrator, overseeing municipal income tax operations, compliance, collections, and reporting
 - Performs related financial and administrative duties as required
-

Additional Information

This position is being filled in anticipation of an upcoming retirement. To support a smooth transition, the current Finance Director will remain with the City in an Assistant Finance Director capacity to assist with onboarding, training, and knowledge transfer.

This position is expected to uphold the highest standards of integrity, accountability, and public service. The Finance Director must maintain confidentiality and exercise sound judgment in handling sensitive financial information while promoting transparency and trust in the City's financial operations.

Compensation and Schedule:

- Full-time
- Starting pay range: \$100,000 - \$120,000, based on experience
- The City of New Carlisle offers a competitive benefits package, including medical insurance with a Health Savings Account (HSA) to which the employer contributes 55% of the annual deductible, as well as dental, hearing, and vision insurance. Employees also receive employer-paid life and long-term disability insurance. Employees who choose to waive medical insurance are eligible for a health insurance waiver incentive.
- The City's paid time off program includes paid holidays, vacation, and sick time, plus three personal days each year.
- The City participates in the Ohio Public Employees Retirement System (OPERS) and offers Ohio Deferred Compensation as an additional retirement savings option.

How to Apply:

Interested candidates should submit a completed City employment application (available at newcarlisleohio.gov), resume, and cover letter to: HR@newcarlisleohio.gov

First review of applications will begin on May 27th