CITY OF NORTON
FINANCE DIRECTOR

The City of Norton is seeking a qualified and experienced finance professional to serve as its Finance Director. This position provides leadership and oversight of the City's financial operations and plays a key role in supporting sound fiscal management and strategic decision-making.

Position Summary

The Director of Finance oversees and coordinates the administration of the City's finances in accordance with policies established by the Mayor, the City Charter, and applicable ordinances. This position supervises employees within the Department of Finance and reports directly to the Mayor. The Mayor appoints the Director of Finance, subject to confirmation by a majority vote of Council.

Minimum Qualifications

- Bachelor's Degree in Business Administration, Accounting, Public Administration, or a closely related field
- Five years of progressively responsible experience in finance, investment management, and revenue administration
- Two years of supervisory experience and one year of customer service experience in billing and/or cashiering
- An equivalent combination of education, training, and experience may be considered
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Key Responsibilities

As the City’s fiscal officer, the Finance Director is responsible for:

- Collection, custody, and disbursement of municipal funds
- Financial records management and reporting
- Budgeting, taxation, accounting, and financial control
- Management and oversight of municipal payroll and related reporting
- Managing the City's cash and investment portfolio in accordance with City policies and the Ohio Revised Code
- Performing regular bank reconciliations and ensuring the accuracy of financial records
- Preparing and presenting financial reports to Council as required
- Performing duties required of city treasurers and city auditors under Ohio law
- Competitive bidding and procurement oversight in accordance with Ohio law, the City Charter, and City ordinances
- Additional duties assigned by ordinance, resolution, or order of the Mayor

Additional Requirements

- Ability to work flexible hours as needed
- Exercises discretion and independent judgment
- Valid driver's license and acceptable driving record
- Ability to operate a personal or City vehicle for City business
- Successful completion of a background check, pre-employment drug screening, polygraph examination, psychological evaluation, and other job-related assessments may be required.

How to Apply:

Qualified candidates should submit an employment application, resume and cover letter via email to lritenauer@cityofnorton.org with the subject line **"Finance Director"** no later than **October 31, 2026**.

Salary Range: $95,000 - $105,000, commensurate with qualifications and experience.

Benefits: The City offers a competitive benefits package that includes medical, dental, and vision insurance, OPERS retirement benefits, paid vacation, sick leave, paid holidays, and other benefits in accordance with City policies.

The City of Norton is an Equal Opportunity Employer.