



JOB POSTING

NOTICE: Internal and External applications are being accepted by the City of New Carlisle for the following position:

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| POSITION: | Finance Director |
| STATUS: | Full-time |
| APPOINTED BY: | Randy Bridge, City Manager with Council final approval |
| PAY RATE: | \$50,000 - \$55,000 DOQ |
| EDUCATION: | Bachelor's Degree in accounting/finance and/or a combination of applicable education and experience. |
| EXPERIENCE REQUIRED: | Government Accounting, Financial Management and Control, Excel |
| EXPERIENCE PREFERRED: | State Audit Preparation, Payroll Management, Utility Billing, Accounts Payable, Debt Financing, Budget Preparation, Investments, Records Retention, & SSI Software. |

The City of New Carlisle, Ohio is seeking candidates for the position of Finance Director. This position is responsible for the City's financial accounting, management, and compliance and reporting. The Finance Director assists with the annual budget preparation, and supervises the Payroll, Utility, and Accounting Departments currently staffed with 4 employees. The Finance Director assists the City Manager on all Financial Responsibilities.

Persons interested in this position may pick up an application and job description at the City Offices, 331 S. Church Street, New Carlisle, OH 45344, or by emailing Randy Bridge at rbridge@newcarlisle.net.

Submit Resume and Cover Letter via email to rbridge@newcarlisle.net or drop off at the City Offices. No Phone Calls Please.

Position will be posted until filled.