



# City of Macedonia

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|--|---|-------------------------|--|
| <b>Job Title:</b>                      | Director of Finance                               | <b>Job Category:</b>    | Executive  |
| <b>Department/Group:</b>               | Finance   | <b>Schedule</b>         | Minimum 40 hours per week<br>7:30 am – 4:00 pm daily |
| <b>Location:</b>                       | City Hall   | <b>Travel Required:</b> | Less than 5%   |
| <b>Level/Salary Range:<br/>Rate 13</b> | \$61,859.20 - \$111,425,60                        | <b>Position Type:</b>   | Full-time Exempt                                     |
| <b>HR Contact:</b>                     | Annette Smith                                     | <b>Date Posted:</b>     | January 22, 2019                                     |
| <b>External Posting URL:</b>           | Zip Recruiter, GFOA, City Website, Papers - local |                         |  |

### Applications Accepted By:

**FAX OR EMAIL:**

Fax number 330-468-8353 or Email @  
asmith@macedonia.oh.us  
Subject Line: Director of Finance

**MAIL:**

Annette Smith  
City of Macedonia  
9691 Valley View Road  
Macedonia, OH 44056

### Job Description

**ROLE AND RESPONSIBILITIES**

The City of Macedonia, Ohio is accepting applications for the position of Director of Finance. The position is established pursuant to the city charter and requires expertise and knowledge in municipal accounting (including accounting software), budgeting/planning, payroll/benefits, debt issues, and management, local taxation (city income tax administrator), all phases of financial reporting and legal requirements for municipal financial activities in the State of Ohio. In additional, candidates must have excellent communication skills in relation to the above duties and the ability to manage a finance department staff.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

The preferred candidate shall be a Certified Public Accountant with either a bachelor's degree with a major in Finance or Accounting and at least five (5) years finance and accounting experience with at least three of such years in governmental finance or accounting or Certified Government Financial Manager, Certified Public Finance Officer or Certified Public Accountant, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

**PREFERRED SKILLS**

Excellent computer skills which include, but not limited to word processing, spreadsheet and financial management software, ability to prepare complex financial reports and summaries; ability to assist in the preparation and presentation to City Council legislation pertaining to all financial matters.

**ADDITIONAL NOTES**

For a full job description go to [www.macedonia.oh.us](http://www.macedonia.oh.us)

The City of Macedonia is an Equal Opportunity-Affirmative Action Employer

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| <b>Reviewed By:</b>     | Annette Smith | <b>Date:</b>      | 1/18/2019    |
| <b>Approved By:</b>     | Mayor Molnar  | <b>Date:</b>      | 1/22/2019    |
| <b>Last Updated By:</b> | Annette Smith | <b>Date/Time:</b> | January 2019 |