



Job Announcement

ASSISTANT FINANCE DIRECTOR

The City of Miamisburg, Ohio (pop. 20,121), an historic suburban community in the south Dayton metropolitan region (pop. 901,500) is seeking proven and progressive candidates committed to excellence in the field of finance. Miamisburg is a progressive and growing community that retains its small town charm with an historic downtown and a mix of older neighborhoods and new housing developments offering a high quality of life and services to its residents. Further information about the City is available on the website at www.ci.miamisburg.oh.us.

Position Overview

The Assistant Finance Director will report directly to and be responsible for assisting the Finance Director with planning, directing, and coordinating the fiscal management of the City of Miamisburg, which includes managing utility billing and income tax, as well as financial accounting and reporting.

The Finance Department has the responsibility of assisting the City Manager's office in preparing the annual operating and five-year capital budgets as well as issuing the City's Annual Comprehensive Annual Financial Report. The Finance Department also develops and maintains the City's financial reports, accounting practices, and fiscal records.

Major Duties

- Supervises utility billing and income tax operations which includes hiring, training, coaching/counseling, assigning and directing work, as well as formal evaluation of staff.
- Coordinates and assists with the development of the City's operating and capital budgets.
- Monitors compliance with the adopted City budget.
- Reconciles all bank and investment accounts of the City.
- Assists with the management of the City's issued debt and any new debt issues.
- Develops procedures for financial administration, accounting, purchasing and cash management.
- Assists with the audit process and reviews and monitors internal controls.
- Ensures compliance with purchasing procedures.
- Answers questions and helps resolve disputes for customers and vendors.

Ideal Candidate

The City seeks an innovative and visionary leader to work alongside the Finance Director. The chosen candidate will be an approachable management professional with enthusiasm for municipal government. The ideal candidate will need to operate with a high degree of integrity, honesty, trust and openness and demonstrate a collaborative management style focused on team building as well as external and internal customer service.

The ideal candidate will have a thorough knowledge of municipal financial practices and procedures, management and accounting practices and principles, internal control objectives and techniques, ability to follow and/or prepare complex oral and written procedures, ability to use personal computer applications, excellent interpersonal communication skills, and abilities in written and oral communication sufficient to handle sensitive projects and problems.

Education & Experience

The selected candidate must hold a bachelor's degree from an accredited college or university in finance, accounting, business administration or a related area, plus five years of increasingly responsible accounting experience. A minimum of three years of qualifying experience must be in an administrative role supervising staff. A combination of education, experience and training may be applied in accordance with City of Miamisburg policy. Preference may be given to those candidates registered as a Certified Public Accountant, Certified Public Finance Officer, Certified Government Financial Manager, Certified Internal Auditor or related certification.

Compensation & Benefits

The 2018 salary range is \$68,767-\$88,022 DOQ with an excellent benefits package. Candidates should submit their application, resume and cover letter to Leslie.Kohli@cityofmiamisburg.com. Review of applications will begin Monday, February 26, 2018 and will continue until position is filled.

Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status.