

ORANGE VILLAGE – TREASURER (Full-time)

(Salary range is \$70,000-\$110,000 depending on experience.)

Orange Village is accepting resumes for the full-time position of Treasurer. The Treasurer will also serve as the Village's Tax Administrator. This position reports directly to the Mayor and has primary responsibility for the finance functions of the Village including accounting, reporting, auditing, treasury functions, and payroll. The Treasurer oversees the day-to-day operations of the Finance Department including supervision of staff, maintenance of accounting systems, and development of policies and procedures. This position serves as financial advisor to the Mayor and Village Council and provides necessary reports and analysis to assist their decision making. The successful candidate must possess initiative, strong leadership, good management and interpersonal skills, solid written and oral communication skills, and the ability to work well with the public and other staff. Previous governmental accounting experience and a comprehensive knowledge of current governmental accounting principles and practices is essential. Individual will be responsible for 1) preparing and administering Village's annual budget, 2) assist Village Departments with monitoring budget performance, 3) prepare monthly financial reports and budget performance reports for the Mayor, Finance Committee and Village Council, 4) prepare financial analysis and reports as requested by the Mayor and Council, 5) assist residents and businesses with questions regarding income tax and property tax and 6) maintain compliance with all Federal, State, County and Village compliance requirements.

Graduation from an accredited college or university with a Bachelor's level degree in finance or accounting is desired. An MBA or designation as a CPA is preferred. Persons interested in the position should forward their resume to the Mayor's Office of Orange Village, 4600 Lander Road, Orange Village, OH 44022: attention Mayor Kathy Mulcahy or via email at mulcahyk@orangevillage.com. Please provide salary history and current salary requirements with your submittal. No phone calls please. Deadline for resume submittal is February 28, 2018.