



PERSONNEL DEPARTMENT
CITY OF BOWLING GREEN

March 8, 2021

FINANCE DIRECTOR
City of Bowling Green
(Pay Band 7: \$95,000 - \$104,000)

The City of Bowling Green is seeking an accomplished financial administrator to join its executive team to direct and coordinate the activities of the City's Finance Department, which includes the City's Income Tax Office. The Finance Director, which is an unclassified, exempt/salaried position, serves as the City's Chief Financial Officer, and has the responsibility of overseeing the collection, disbursement, accounting and reporting of City revenue and expenditures, assisting the Municipal Administrator with the development of the annual budget, administering the processing of payroll, and managing the City's debt and investment portfolios. The 2021 annual appropriation for the City of Bowling Green is \$172,494,014 (including transfers). The Finance Director reports on financial matters including public presentations; certifies availability of funds; monitors budgets, payroll, and investments; represents the City on the Property and Liability Insurance Public Entity Pool and serves as one of the City's representatives on the health insurance pool; countersigns all debt issuances; and negotiates financial and union contracts. The ideal candidate should possess proven leadership ability, sound fiscal judgement and a demonstrable track record of building teams and trust in the development and delivery of organizational goals and finance-related objectives. Education beyond an undergraduate degree required; CPA certification desirable; seven to ten years of relevant executive management/leadership experience required. Previous government accounting, payroll management, and financial/payroll software experience is highly valued in this position.

Interested persons must complete an application packet that is available either by visiting the Personnel Department of the City of Bowling Green at 304 N. Church St, Bowling Green, OH 43402-2399 or by accessing it online at: <http://www.bgohio.org/departments/personnel-department/employment-opportunities>. **Additionally, applicants must complete a written statement of their experience describing the following:**

- a. Working with, understanding, preparing, administering public budgets;**
- b. Working with the public, customers, contractors and consultants;**
- c. Experience investing public funds (what investment strategy is used);**
- d. Working with boards/commissions/City Councils/elected bodies;**
- e. Managing and/or supervising personnel;**
- f. Involvement with administering/selection of financial and payroll software programs;**
- g. Involvement in union negotiations;**
- h. Experience/knowledge of municipal tax law;**
- i. Managing a public payroll system;**
- j. Short-term and long-term financial planning, and;**
- k. Involvement with community based economic development programs.**

Resumés may be included, but will not substitute for a completed application. Application materials must be returned to the Personnel Department by one of the following methods: email to BGPersonnel@bgohio.org, fax to (419) 352-1262 or by US Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. You may reach the Personnel Department by phone at (419) 354-6200. **Deadline for making application is 4:30 p.m. on April 20, 2021.** AA/EEO