



## **Job Announcement**

# **FINANCE DIRECTOR**

The Municipality of Carlisle, Ohio, (pop. 5,000), situated southwest of Dayton in Warren County, Ohio, is seeking applications for Finance Director. This is highly responsible administrative, technical, and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Municipality of Carlisle's Department of Finance. An employee in this class is responsible for the total operations of the Department of Finance including the Mayor's Court, Utility Department, and the Tax Department. Duties are performed under the limited direction of the Village Manager.

### **ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.*

- Performs administrative, technical, and supervisory work in planning, organizing, coordinating and directing activities of the Finance Department in accordance with professional standards and departmental policy.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Serves as primary backup for Tax Administrator, Finance Clerk, Payroll Clerk, Utility Clerk, and Court Clerk.
- Performs human resource tasks including health insurance, FMLA compliance, COBRA compliance.
- Works with various local and state auditor officials to ensure compliance.
- Municipal liaison for FOP negotiations.
- Creates and publishes village newsletter.
- Creates monthly and year-end financial reports.
- Staff liaison for Village Park Board.
- Monitors village depository and investments.
- Audits and exercises budgetary control over payment of bills, invoices, payroll, and all other vouchers for payment.
- Maintains supporting records of financial transactions.
- Provides for the custody, handling, and safekeeping of cash.
- Directs preparation of departmental budgets.
- Establishes policies and procedures for investments.
- Conducts performance evaluations of direct reports.
- Attends meetings, conferences, and seminars as deemed necessary.
- Village representative for Warren County Safety Council.
- Prepares ordinance and resolutions for Council as necessary.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of governmental accounting and finance practices.
- Comprehensive knowledge of accounting systems and financial data processing systems.
- Comprehensive knowledge of local, state, and federal taxation laws (including income taxation) and bankruptcy laws.
- Thorough knowledge of computer systems and financial software applications.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and village employees.
- Ability to plan, schedule, direct, and coordinate the work and operations of the department.
- Ability to exercise considerable independent judgment and discretion in carrying out daily operations.
- Ability to perform data processing procedures.
- Ability to conduct long- and short-term financial forecasting.
- Ability to establish and maintain effective working relationships with village officials, fellow employees, other village employees, and the general public.
- Ability to operate office equipment such as a personal computer, typewriter, calculator, copier, fax machine, telephone, adding machine, and general office equipment.
- Ability to understand and execute oral and written directions.
- Ability to handle confidential information.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties efficiently and accurately.
- Ability to work under the limited direction of the Finance Director.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Graduation from an accredited college or university with an baccalaureate degree in finance, accounting, or a related field; supplemented by considerable progressively responsible experience in accounting, budgeting, finance, or related field; with at least five years of municipal government experience and two years of supervisory experience, or any combination of training and experience which provides the necessary knowledge, skills, and abilities.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- State of Ohio Treasurer certificate.
- Ability to work other than normal working hours.

Current salary range is \$46,800 - \$60,000 DOQ/E

Submit resume, cover letter and 5 professional references to: Village of Carlisle, Attn: Village Manager, 760 Central Ave, Carlisle, OH 45005 or email to [jduffy@carlisleoh.org](mailto:jduffy@carlisleoh.org). Position is opened until filled with first review of resumes to begin on April 26, 2017. The Village requires post offer, pre-employment physical and drug tests.

**Disclaimer: The Municipality of Carlisle is an equal opportunity employer and considers all applicants for all positions without regard to race, color, religion, gender, national origin, age disability, veteran status, or any other legally protected states. Per Ohio law, applications are subject to public disclosure.**