



## **CITY OF MONROE, OH FINANCE DIRECTOR**

**Monroe, OH** (pop. 15,412). The [City of Monroe](#) seeks candidates for the position of Finance Director. Located between Dayton and Cincinnati along I-75, Monroe retains its small-town feel, while growing as a full-service retail, residential, and industrial center. With ready access to employment, shopping, and transportation, Monroe's residents and businesses enjoy the attributes of a close-knit community with convenient highway access to the amenities of big cities within 30 minutes.

Monroe grew by 60% between 2000 and 2010, and that trend continues. As one of the fastest growing communities on the I-75 corridor, Monroe averages approximately 50 new single-family homes being built each year. With a cost of living approximately 7% below the U.S. average, a school district recognized as a regional leader in K-12 education, and ample recreational opportunities, Monroe is poised for sustainable growth and success.

The City's total [2022 budget](#) is \$61.6M, including an operating budget of \$48.2M. The City operates by a Council-Manager form of government with a City Council consisting of seven members, elected at large on a non-partisan basis for a term of four years. The City Manager is appointed by the City Council and serves as the chief administrative officer of the City. All Department Heads, including the Finance Director, are appointed by and report directly to the City Manager. City Departments provide services in the following areas: police and fire, street repair and maintenance, planning and zoning, parks and recreation, water and sewer and community development. The City currently employs 130 full-time employees and 2 part-time/seasonal employees.

The City has weathered the pandemic reasonably well, maintained income tax and revenue growth, and is in a solid financial position. Its last bond issues were rated 'AA/Stable' by Standard & Poor's and "Aa3" by Moody's. The City is committed to financial transparency and has developed a [website](#) designed to provide residents quick and centralized access to its data.

### **About the Position**

The Finance Director (the "Director") is responsible for and oversees the accounting, collection, and custody of public funds within the guidelines of the Municipal Charter and controls all disbursements and countersigns all bonds and notes issued to the municipality. The [Finance Department's](#) responsibilities are completed by a team of twelve (12) employees, including the Director, working in general finance, payroll, accounts payable, income tax, utility billing, and TIF administration.

Key responsibilities for the position include:

- Oversees the City's financial transactions and day-to-day budget administration, such as payment of bills, preparation of payroll, maintenance of fixed asset records, receipt of monies, municipal income tax enforcement, auditing, debt administration, and utility billing.

- Provides leadership and management of staff and directs the daily activities of the Finance Department.
- Oversees the audit and all disbursements, ensures adequate cash liquidity and fund balances, oversees debt management and completion of reporting requirements.
- Coordinates with other City staff and assists in development and maintenance of the annual budget and supplemental appropriations, including transfers, and performance projections.
- Prepares analysis and reports on City's financial condition and stability to the Manager, Council and the public.
- Priorities include: Priority Based Budgeting implementation, analysis of various funding sources and economic development incentives for public and private capital improvements, and the expansion of the City's use of technology to collect and process payments.

### **Position Requirements**

The next Director will be a detail-oriented professional who is comfortable managing, as well as providing and explaining reliable financial analysis and reporting. The successful candidate will have:

- Bachelor's Degree in business, finance, public administration, accounting, or related field.
- Seven (7) years progressive work experience in municipal finance or accounting, with five (5) years of supervisory experience; or an equivalent combination of education, training, and experience. Experience working in a local government entity preferred.
- Must be bondable.
- Working knowledge of automated accounting systems and relevant technology.
- Knowledge of rules and regulations governing financial management, preferably within Ohio, Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

### **Compensation and Benefits**

The anticipated starting salary range is \$93,440 – \$115,000+ DOQ. The range maximum is \$130,825. A comprehensive benefits package includes, but is not limited to, contributions to medical, dental, vision, life insurance, participation in the Ohio Public Employees Retirement System, optional 457 plan participation, and paid leave time.

### **Selection Process**

Apply online at [www.govhrusa.com](http://www.govhrusa.com) with a resume, cover letter and contact information for five professional references by Feb. 14, 2021. Confidential inquiries may be directed to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

The City of Monroe is an Equal Opportunity Employer.