

Assistant Director of Finance/Tax Commissioner

The City of Montgomery is accepting applications for the position of Assistant Director of Finance/Tax Commissioner. This position reports to the Director of Finance with a primary responsibility for day-to-day operations of the Earnings Tax Division, including supervising staff, maintaining the tax database, preparing monthly tax receipt reports, serving as staff liaison to Board of Tax Review and attending Mayor's Court for delinquent tax cases. Additional major responsibilities include assisting with administration of day-to-day operations of the Finance Department (e.g. preparation of financial statements; reconciliation of cash and investments; assisting with operating and capital budget preparation; assisting with audit preparations; and maintaining a fixed assets database). The successful candidate must possess initiative, strong leadership, management and interpersonal skills, solid written and oral communications skills, and the ability to work well with the public and other staff. The successful candidate will also display a collaborative approach in the work setting and have the desire to work in a team-based environment.

Experience in municipal finance administration, including budget preparation, and municipal tax collection operations preferred. Must possess a minimum of five years progressively responsible related experience and a bachelor's degree in Accounting, Finance, Business or Public Administration or related field. (Master's Degree in Accounting, Finance, Business or Public Administration or a Certification in Public Accounting (CPA) may be substituted for one year of the required experience.) Salary range: \$65,644 – \$86,008. Job description and application form available online at www.montgomeryohio.org. Send resume, application, and cover letter to: HR Manager, City of Montgomery, 10101 Montgomery Road, Montgomery OH 45242 by 5:00PM March 24, 2017. EOE/ADAAA