



Heartland Values, Flowing Opportunities

Employment Opportunity – Join the City of Napoleon

ASSISTANT FINANCE DIRECTOR

The City of Napoleon is accepting applications for an Assistant Finance Director. This position is responsible for assisting the Finance Director with the financial management of the City, ensuring accurate, timely and objective financial data, maintain accurate records and responsive customer service. Responsibilities include various administrative functions including managing daily fiscal operations, budget development and management, revenue and expenditure account maintenance, and bank reconciliation. The ideal candidate must be a team player, ability to multi-task and possess a solid background and knowledge of governmental fund accounting.

Candidates must have a

- Education in Accounting, Finance, or Business Administration (Bachelor's degree preferred);
- Three to five years of relevant experience, and
- A valid State of Ohio Driver's License.

The annual salary range is \$78,000 to \$90,000, depending upon qualifications and experience. A completed application must be returned to City of Napoleon, 255 W. Riverview Ave., PO Box 151, Napoleon, OH 43545 with a resume and cover letter by 4:00 p.m. on Friday, September 24, 2021.

Learn more about this job opportunity, complete job description and employment application by visiting www.napoleonohio.com.