



Job-Announcement
Director of Finance

The City of Norwalk, Ohio, (population 17,012 – 2010 census) located in Huron County, approximately 50 miles west of Cleveland, Ohio, is seeking a highly collaborative and progressive government Finance professional to serve as its next Finance Director. The Finance Director reports to the City Mayor and is responsible for the overall administration, development, and direction of the Finance Department. The Finance Director is hired by City Council.

The Finance Director provides leadership and strategic direction of the areas of accounting, treasury, payroll, budget, purchasing, utility billing and facilities. The Finance Director is a highly visible role and serves as a team member of the senior management team by participating in strategic planning efforts, while providing sound financial advice to the City Administration and City council with the goal to continue to move the City forward in a fiscally sound and positive direction.

The City of Norwalk's Finance Department is responsible for administering the City's fiscal affairs in accordance with applicable federal, state, and local guidelines. Essential responsibilities of the Finance Department include compilation and on-going management of the annual budget, purchasing, accounting, internal auditing, cash receipting oversight and financial reporting functions, as well as treasury and investment management, accounts payable, capital assets, utility and miscellaneous billing, and collection operations.

Minimum qualifications for the position are:

1. Bachelor degree or higher in accounting, finance, business, or related field;
2. Three (3) years of experience in Ohio Public Finance as a Director of Finance or Assistant Director of Finance, or equivalent position with another Ohio political subdivision.

The annual salary is \$64,636-\$90,038 depending on the successful candidate's qualifications. The compensation package also includes benefits.

Interested applicants should submit a cover letter, resume and contact information for five professional references to the attention of "City Council Clerk", PO Box 30, Norwalk, Ohio 44857 or by email to: councilclerk@norwalkoh.com before 4:00 P.M. on February 14, 2020.

The City of Norwalk is an Equal Opportunity Employer.
