

# **DIRECTOR OF FINANCE**

## **CITY OF SEVEN HILLS**

The City of Seven Hills is accepting resumes for position of part-time **DIRECTOR OF FINANCE**. The City seeks an experienced and energetic professional to assist the Finance Director.

**Supervisor:** The position is appointed by and reports to the Mayor of Seven Hills.

**Responsibilities and Duties:** The Director of Finance is responsible for management of the City's daily financial activity. Responsibilities include financial analysis, budgeting, expenditure control, audit coordination, employee benefits administration, payroll, investments, and preparation of financial statements.

**Preferred Qualifications:** The preferred candidate will possess excellent communication and presentation skills and have management experience, including managing staff and demonstrated ability to effectively deal with day to day administrative issues. Additionally, candidates should have good leadership skills and a strong desire to contribute to a successful team.

**Minimum Qualifications:** A bachelor's degree in accounting, finance, or business administration. Knowledge and/or experience in municipal government and fund accounting. At least 3+ years experience in public, financial management, preferably in a municipal setting. The successful candidate will have experience in financial management and database software and Microsoft Office.

**Wage Rate:** The hourly rate for this position is negotiable within the City salary range provided for Finance Director dependent on qualifications/experience and limited to a maximum of 29 hours weekly.

**Application Process:** Interested candidates are invited to send their resume to the City of Seven Hills, Finance Department, Attention Joseph Hotchkiss, 7325 Summitview Drive, Seven Hills, OH 44131 by May 6, 2016. Email responses may be sent to [jhotchkiss@sevenhillsohio.org](mailto:jhotchkiss@sevenhillsohio.org). Pre-employment background review and drug screen required. Seven Hills is an equal opportunity employer.