

DIRECTOR OF FINANCE

CITY OF SEVEN HILLS

The City of Seven Hills is accepting resumes for position of full-time **DIRECTOR OF FINANCE**. The City seeks an experienced and energetic professional to plan, direct and supervise the Finance Department.

Supervisor: The position is appointed by the Mayor, with Council approval, and reports to the Mayor of the City Seven Hills.

Responsibilities and Duties: The Director of Finance is responsible for management of the City's daily financial activity; including the preparation and maintenance of all accounting, financial, and budgetary records. Responsibilities include financial analysis, budgeting, expenditure control, audit coordination, employee benefits administration, payroll, investments, and preparation of financial statements. Maintains adequate accounting records to document compliance with local, state and federal laws and procedures.

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, candidate will 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 finance administration, preferably in a municipal setting. The successful candidate will have experience in financial management and database software and Microsoft Office.

Salary Range: The salary range provided for by ordinance is \$58,000 - \$87,100. Qualifications and experience will be considered. The selected candidate will receive the full range of benefits including sick and vacation time, and participation in the Ohio Public Employees Retirement System (OPERS).

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 March 5, 2020. Email responses may be sent to jhotchkiss@sevenhillsohio.org**. Pre-employment background review and drug screen required. Seven Hills is an Equal Opportunity Employer.