

**Assistant Finance Director, City of Mansfield, Ohio**

Salary \$65,000 - \$70,000 Annually / Excellent Benefits Package.

Assists the Finance Director in: 1) Preparing and maintaining the City's annual operating and capital budget, 2) overseeing the disbursement and receipt of funds as authorized, 3) preparing estimated revenue statements 4) maintaining an efficient general accounting system 5) preparing monthly financial reports, 6) assisting internal auditor with preparation of ACFR as needed 7) maintaining investment records 8) bank reconciliation 9) other duties as assigned by the Finance Director.

Experience and Knowledge:

- \*Familiarity with ORC and AOS compliance
- \*Analytical skills are necessary
- \*Knowledge working with OPENGOV, Tyler Technologies/New World Financial Software
- \*Preparing Financial Reports, Financial Legislation, Journals and Adjusting Entries
- \*Preparing Financial Forecasts

Preferred:

- \*CPA with Ohio Government Accounting Experience
- \*Bachelor's Degree in Accounting, Business Administration, Finance, Economics or a closely related field is required and government experience preferred.

Training with current Assistant Finance Director will be available.

Please submit resume by email to [lsteward@ci.mansfield.oh.us](mailto:lsteward@ci.mansfield.oh.us).