

Director of Finance | City of Columbiana

The City of Columbiana is seeking an individual to direct the finance operations of the municipality.

JOB RESPONSIBILITIES:

The Director of Finance is the fiscal officer of the city, directs the Finance Department; serves as financial advisor to the City Manager, Mayor, and Council; and ensures compliance with Local Codes and State and Federal Laws.

QUALIFICATIONS:

- A bachelor's degree in accounting; a minimum of five (5) years public sector finance experience; or an equivalent combination of education, training, and experience
- **Proficient in the use of MS Office and Financial Management Software. (Software Solutions VIP Software is an ideal match)**
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal skills
- Must be bondable.

Applications can be obtained at the City Manager's Office or on the City's website columbianaohio.gov/jobs. The completed city employment application, cover letter and references must be submitted to the City Manager's Office, 28 West Friend Street, Columbiana, Ohio 44408 or by email to rlgreen@columbianaohio.gov.

Before hire, applicants must pass a drug screening/physical examination and complete a background release form and a credit information disclosure form.

Wages will be commensurate with such employee's prior, certifiable experience.

Health/Life/Vision/Dental/Hearing Insurance benefits available after 30 days.
The City of Columbiana is a drug-free workplace and a PSLF Employer.