



Job Announcement

Finance Officer/Tax Commissioner

Springdale, Ohio

Posted: October 17, 2023

Closing Date: Open until filled

The City of Springdale, Ohio is seeking a finance executive with a demonstrated track record of progressive leadership and career accomplishments to serve as its next Finance Officer/Tax Commissioner.

The City of Springdale is located in Hamilton County, approximately twenty miles north of downtown Cincinnati. It is home to a highly developed commercial/industrial community, as well as stable, well-maintained residential neighborhoods with a population of approximately 11,007 (2020 US Census).

The Finance Officer/Tax Commissioner has oversight for the City's day-to-day financial activities and serves as the department head for both the Finance and Tax Departments, leading a team of seven full-time employees and one part-time employee. The Finance Officer/Tax Commissioner prepares financial reports, manages investments, debt issuance, and fixed assets, and prepares the Annual Comprehensive Financial Report (ACFR).

Essential Functions and Duties:

- Manages all operations of the Finance and Tax Departments to include the supervision and training of employees, evaluation of staff, and hiring & promotion;
- Develops long-range goals and objectives, and recommends changes within the organization;
- Assists in the preparation of the annual and five-year budget for the City;
- Manages the assessment and collection of taxes, ensuring compliance with tax laws, and optimizing the revenue collection process;
- Ensure compliance with all federal, state, and local financial regulations, laws, and policies;
- Foster positive working relationships with internal and external stakeholders including City Council, department heads, auditors, banks, and other financial partners;

Experience and Qualifications:

The ideal candidate will have:

- Strong communication, administrative, and organizational skills;
- Excellent knowledge of government accounting principles and practices;
- Ability to understand and deliver quality customer service and identify ways to improve services;
- Ability to work cooperatively with staff, other departments, and outside organizations;
- Proficient computer skills with Microsoft Office Suite and Financial Management Software (CIVICA Authority Finance & Authority Tax);
- Must be bondable;
- A minimum of seven years of full-time experience in government finance and/or tax;
- A Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration, or a closely related field from an accredited college or university. A Master's Degree is preferred;
- Demonstrated ability to lead and manage teams effectively.

Salary and Benefits:

This position includes a competitive salary range of \$80,250 - \$125,190 (DOQ) and offers a generous benefits package. This is an FLSA Exempt position and serves at the discretion of the Mayor and City Administrator.

How to Apply:

Qualified and interested individuals are required to submit a detailed cover letter, resume, three professional references, and salary expectations to the contact listed below. The position will be open until filled, with a first review of resumes on November 3, 2023. All documents should be submitted at the same time and may be mailed, emailed, or delivered to the attention of:

Brian Uhl
Assistant City Administrator
City of Springdale
11700 Springfield Pike
Springdale, OH 45246
(513) 346-5700
buhl@springdale.org

The City of Springdale is an Equal Opportunity Employer.

WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY