



## Finance Officer/Tax Commissioner

Springdale, Ohio

Posted: September 18, 2024

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.

### Essential Functions and Duties:

- Manage all operations of the Finance and Tax Departments to include the supervision and training of employees, evaluation of staff, and hiring & promotion
- Develop long-range goals and objectives, and recommend changes within the organization
- Assist in the preparation of the annual and five-year budget for the City
- Manage 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:**

- 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
- Minimum seven years of full-time experience in government finance and/or tax
- Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration, or closely related field from an accredited college or university - Master's Degree preferred
- Demonstrated ability to lead and manage teams effectively

### **Salary and Benefits:**

This position includes a competitive salary range of \$90,481 - \$141,151 (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 submissions on October 4, 2024. All documents should be submitted at the same time and may be mailed, emailed, or delivered to the attention of:

**Stephanie Morgan**  
**Assistant City Administrator**  
**City of Springdale**  
**11700 Springfield Pike**  
**Springdale, OH 45246**  
**(513) 346-5700**  
[smorgan@springdale.org](mailto:smorgan@springdale.org)

The City of Springdale is an Equal Opportunity Employer.

**WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY**