



City of Centerville Assistant Finance Director Opportunity

The City of Centerville, a “warm and cheerful” community with a population of approximately 24,000 located southeast of Dayton in Montgomery County has an exciting opportunity for a full-time Assistant Finance Director. The Assistant Finance Director is an integral member of the Finance Department and is responsible for managing the City’s general accounting functions and supervising assigned Finance Department employees. The City of Centerville is a council-manager form of government dedicated to delivering exceptional services through thoughtful governance to ensure progress and stability.

Responsibilities:

- Assists with collection, investment, and disbursement of all municipal funds.
- Supervises bi-weekly payroll process.
- Oversees accounts payable and receivable functions.
- Assists with preparation of financial statements and annual reports.
- Oversees the City’s accounting and financial computer systems.
- Prepares for and serves as liaison to the State Auditors during annual audits.
- Maintains an inventory of fixed assets.
- Supports the collection of income tax and waste collection receivables.
- Performs other related work as required.

Qualifications:

- Bachelor’s Degree in accounting, business, public administration or a related field; four or more years of experience in public finance administration and local government; or any equivalent combination of education, experience and training which provides the required knowledge skills and abilities.
- Excellent interpersonal and written/oral communication skills.
- Highly proficient in the use of Excel and other MS Office products.
- Hands-on knowledge of advanced computerized accounting systems.
- Demonstrated experience planning and implementing financial systems and procedures.
- Must meet the requirements to be bonded.
- CPA and supervisory experience preferred.

The annual pay range for this position is \$74,230-\$96,499, depending on qualifications, plus an excellent benefits package.

To Apply: Interested candidates should submit a resume to personnel@centervilleohio.gov. Applications for this position will be accepted until the position is filled. Applicants selected as finalists must submit to a thorough pre-employment background investigation process, which will include a comprehensive criminal records check, credit check, pre-employment drug screen, and medical evaluation. For more information, please visit us at www.centervilleohio.gov

The City of Centerville is an Equal Opportunity Employer

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