

## CITY OF GREEN

### Assistant Finance Director

**Pay Range:** \$61,500 - \$86,000

Bring your analytical skills to the table and play a key role in the financial management of the City of Green. We are looking for an accounting team member with both government finance knowledge and the interpersonal skills to collaborate with all City departments and divisions.

In this position, you will assist the Director of Finance with the oversight and administration of the City Finance Department (e.g., preparing major financial reports, supervising staff, and preparing for annual state audits).

#### **QUALIFICATIONS:**

Bachelor's degree in accounting or other related discipline plus a minimum of two (2) to four (4) years' experience in state or local government finance. **The city will consider applicants who possess an equivalent combination of training and/or experience.**

#### **PRIMARY JOB FUNCTIONS:**

- Responsible for preparing all major financial reports and legislation for annual appropriations, capital appropriations, supplemental appropriation, annual tax budget, and five-year Capital Improvement Plan (CIP).
- Direct liaison with staff in all departments for the annual budget preparation and necessary modifications. Prepares analytical financial and statistical reports. Monitors city budget results compared to actual expenditures to ensure a continuing cost control effort and responsible management.
- Participates in the administration of the competitive bidding process.
- Assists with preparation of Annual Audit of City Financial Reports and Annual Comprehensive Financial Reporting (ACFR). Prepares, maintains, and produces City records for examination in accordance with generally accepted accounting principles.
- Prepares and maintains City's minor and major asset inventory in cooperation with division/department heads.

#### **Generous Benefits Include:**

- Medical, Dental, Vision and Life Insurance
- 12 paid holidays (including one floating holiday)
- OPERS Pension
- Paid Vacation
- Paid Sick Time
- Tuition Reimbursement
- Professional Development Opportunities

#### **For a complete job description and printable application visit**

<https://www.cityofgreen.org/183/Careers>. Return application and resume to Human Resources at 1755 Town Park Boulevard, PO Box 278, Green, OH 44232-0278.

**The City of Green is a Tobacco-Free Workplace. Applicants must be able to test negative for cotinine along with other drug and alcohol preplacement requirements.**

The City of Green is an equal opportunity employer; and, does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), or genetic information.