

## City of West Carrollton Seeking Finance Director

WEST CARROLLTON, Ohio – The City of West Carrollton, Ohio is seeking candidates for the position of Finance Director. The city's current finance director will be retiring in October 2022 after a 31-year career at the city.

The Finance Director is a key member of the City Manager's leadership team and will oversee and manage the financial operations of a full-service city with an annual budget of approximately \$34 million with over 150 dedicated employees. The finance director is the strategic financial advisor to City Council and the City Manager, leads the budgeting and capital improvement plan processes, monitors the budget, and manages all aspects of accounting, payroll, local income tax collection, utility billing and fixed assets. The finance department is responsible for budgeting, accounting and financial reporting. The finance director, along with staff, performs the duties of the income tax administration, utility billing, debt management, payroll, collections and other financial customer service. Additionally, this department coordinates the annual audit conducted or overseen by the Auditor of State of Ohio.

The Finance Department has a staff of 6 full-time employees and 1 part-time employee. The starting salary is commensurate with experience and includes an excellent benefit package. The current salary range for this position is \$87,472 - \$111,794.

Located in southwest Ohio, approximately 10 miles south of downtown Dayton, West Carrollton has a population of over 13,129 residents and is approximately 6 square miles. The city is in the midst of a transformative revitalization effort and extensive economic growth that has been the vision of our City Council, as it begins to develop 25 acres along the Great Miami River which borders the city to the north.

The city's Charter was adopted in 1967 and provides for a Council-Manager form of government, combining the leadership of elected officials with the professional experience of an appointed manager. The seven-member City Council performs the legislative functions of government. The mayor and six council members are elected to four-year terms through nonpartisan elections. Council members appoint the City Manager, who is the chief administrative officer.

See listing on city website for detailed position description and position requirements.

[Finance Director Brochure](#)

[Finance Director Position Description](#)

[Employment Application](#)

### ***Please submit the following:***

- 1. A cover letter addressing the reasons for your interest in this position;**
- 2. A resume including detailed information relative to the qualifications specified;**
- 3. At least three (3) letters of reference or contact information for references; and**
- 4. A completed employment application.**

Application packets should be submitted to the **Human Resources Manager, City of West Carrollton, 300 East Central Avenue, West Carrollton, Ohio 45449**. Electronic applications will also be accepted with attachments in .pdf or Microsoft word format. Input '**Finance Director**' into the subject line and e-mail to [hrmanager@westcarrollton.org](mailto:hrmanager@westcarrollton.org). Contact Teresa Brooks, HR Manager at 937-847-4632 for more information

The application period is open until filled. Initial review of applications will begin August 15, 2022. The offer of employment to the finalist will be conditional upon the results of a thorough background investigation including drug screening and fitness for duty exam. Minority and female candidates are encouraged to apply/EOE.