



The City of Johnstown, Ohio is seeking a Finance Director. The ideal candidate will be an experienced finance professional who thinks strategically and is a creative problem solver with a proven commitment to excellent customer service. This person must be honest, resilient, and have integrity. If you are a confident, highly motivated team player who desires a challenge, Johnstown wants you!

The Position

The Finance Director is the chief fiscal officer of the city. Created by the City's Charter, this full-time, executive management position serves as a key member of the management team and reports directly to the City Manager and City Council. The Finance Director is appointed and removed by the City Manager, subject to the consent and approval of City Council. This position also has considerable interface with all City departments and community leaders. This position manages all aspects of the City's financial operations including: budgeting, accounting, financial reporting, procurement, payroll/benefits, investments, revenue sharing, grant and loan administration, and performance management.

The Organization

In Johnstown, our team of passionate public servants comes to work each day, dedicated to providing a secure community environment that fosters cultural, recreational, educational, and economic opportunities while preserving our unique historical character. Johnstown is a charter municipal corporation and is operated under a Council-Manager form of government. There are seven (7) Councilmembers, including the Mayor. Johnstown is a lean organization providing Economic Development, Planning and Zoning, Parks, Trash and Recycling, Finance, Police, and Sanitary Sewer services. Johnstown currently employs approximately 30 full-time employees, in addition to seasonal and part-time employees.

Johnstown is a thriving western Licking County community with an estimated population of approximately 5,182 residents. It is a safe community with a quaint, small-town America vibe, a tranquil scenic landscape, seven (7) parks, and a thriving business community. Further, Johnstown is conveniently located. The City is close to the State Capital of Columbus, City of Delaware, City of Mount Vernon, and from the John Glenn International Airport. Finally, Johnstown is 10 minutes away from the City of New Albany, which is the location for Intel's \$20 billion+ chip manufacturing project.



Duties and Responsibilities

The duties and responsibilities of the position include:

- administering accounting, payroll, purchasing, audit, tax, and debt functions;
- projecting cash flow and collecting and disbursing funds;
- analyzing complex financial data and preparing and presenting financial reports;
- developing and implementing accounting policies;
- management of financial planning and implementation of strategic eligible investments in accordance with City investment policies;
- monitoring departmental budgets, developing revenue forecasts, and preparing operating and capital budget requests;
- training and managing staff;
- assessing, managing, and minimizing risk;
- managing and recommending internal controls;
- administering financial reports for federal and state grants;
- monitoring inventory and fixed assets; and
- performing other duties as assigned by the City Manager, City Council, or designee.

Qualifications

Minimum: Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business, or related field; and at least three years of responsible fiscal management experience.

Preferred: A graduate degree or CPA; some experience in governmental fund accounting; at least 2 years of supervisory experience.

The successful candidate must also demonstrate broad knowledge of accounting (GAAP, GASB), budgeting, payroll, purchasing, and tax principles and possess strong analytical skills. Finally, this person must have excellent verbal and written presentation skills.

The City may consider any combination of education and experience that meets the minimum knowledge/skills.

A valid State driver's license will be required.



Compensation

The salary range for this position is \$75,000 - \$90,000, depending on qualifications, with an excellent benefits package, which includes City contributions to the Ohio Public Employees Retirement System (OPERS), twelve (12) paid holidays and three (3) personal days annually, and City-paid premiums on its medical and dental plans..

Application Materials and Deadline

Applicants interested in this position may submit a letter of interest, resume, and three professional references to Sean Staneart, Assistant City Manager, at sstaneart@johnstownohio.org or submit written materials (in person or via mail) to the City of Johnstown, ATTN: Sean Staneart, Asst. City Manager, 599 S. Main St., Johnstown, OH 43031.

This position is open until filled with the first review of applications planned for August 1, 2022. Any questions about the position may be directed to Sean Staneart via email or phone at (740) 967-3177 ext. 106.

The City offers equal opportunity and equal consideration to all persons who seek employment with the City and to those who are already employed by the City. No applicant or employee will be discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, veteran status and/or disability, or any other characteristic protected by applicable local, state or federal law. This policy applies to all terms, conditions and privileges of employment.

The City is an equal opportunity employer.