

# Finance Director City of East Palestine

Confidential Position Specification  
2023

# Table of Contents

The Community	3
The Opportunity	5
The Candidate	5

# The Community

Located on the Ohio-Pennsylvania border, the Village of East Palestine is a charming community of approximately 5000 residents. This small, quaint, and close-knit village provides a strong sense of community pride and engagement. It is within 50 miles of Pittsburgh, 85 miles of Cleveland and 20 miles of Youngstown.

The village is a full-service local government of police, fire, EMS, eater, wastewater, park, street, cemetery, and administrative departments.

The Village has a City Council/City Manager form of government. The form of government established by this Charter shall be known as the Mayor-Council-Manager Plan. The powers and functions of the municipal government hereby created shall be distributed among the Municipality, its citizens, and the various officers, bodies, boards, and commissions according to the provisions of this Charter as set forth hereinafter. The City Council consists of six (6) city councilmembers, and one (1) mayor, who is a non-voting member unless required to break a tie of the City Council.

On February 3, 2023, a freight train derailed in East Palestine. The state of Ohio, in partnership with local and federal agencies, is working to provide resources to the community. This role will work closely with state and federal leaders to request, obtain, and assign funds. We're looking for an experienced leader who will be a long-term part of East Palestine's growth and renewal.

# The Opportunity



**Position**  
**Finance Director, City of East Palestine**

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**Location:**  
**East Palestine, Ohio**

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**Reporting Relationship:**  
**City Manager**

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**Information:**  
<http://eastpalestine-oh.gov/>

## Background

The Finance Director serves as the Chief Financial Officer of the municipality with responsibility for all financial records, the billing and collection of monies due the municipality and other financial operations, primary financial advisor to the manager and council.

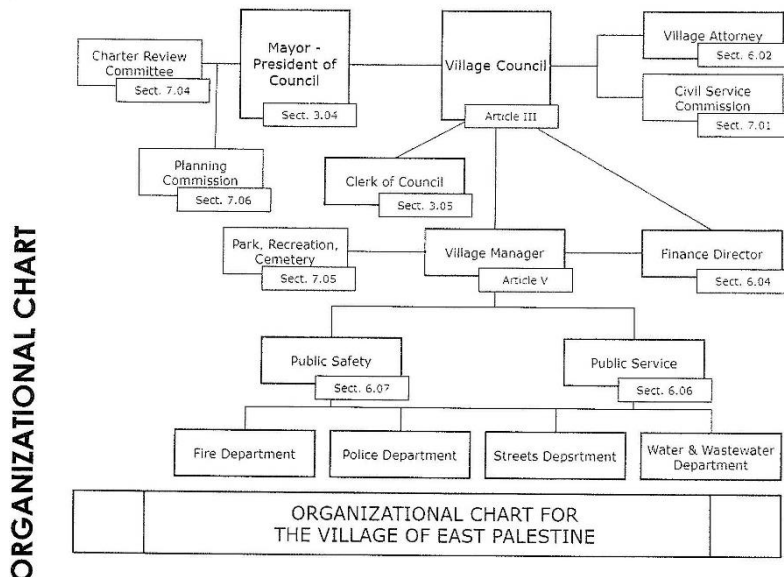
## Requirements

- At least five years of local or states government experience in accounting, financial management and auditing.
- Ability to perform most tasks independently.
- Management/ supervisory skills.
- Ability to prepare financial reports, convey financial data to non-financial audience.

## Responsibilities

- Responsible for keeping all financial records exhibiting accurate statements of all monies received and expended; of all property owned by the municipality and of all taxes and assessments.
- Collect all money due/payable to the municipality and be the custodian of all public money; disburse the same as required by law or ordinance.
- Administer and collect all taxes levied by the municipality, follow-up on late payments and delinquencies.
- Render statements and oversee the collection and accounting of payments received from customers of utilities provided by the city.
- Perform auditing functions as required of the city auditors and treasurer by statues.
- Assist the manager in preparation and submission of appropriated measures, estimates, budgets and other financial matters.
- Invest city funds until needed.
- Prepare annual financial and other reports required by law/requested by manager or council.
- Responsible for workers comp for city.
- Perform all other duties by the manager.

## Structure



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