

## **Administrative Finance Manager**

The City of Lakewood is accepting applications for the position of Administrative Finance Manager. This position is a key financial management team member that assists the department in managing staff and in all departmental functions, including long and short-range planning, financial reporting, budget development, staff management, and all City financial business. Examples of functions include budgeting, managing investment policy and activities, and compiling various internal and external documents for financial reports.

Performs complex accounting and budgeting functions to create or assist in creating public documents including the City's annual budget document and the Comprehensive Annual Financial Report. This includes generating and adjusting budget documents as authorized and required, monitoring revenue and the expenditures of funds to ensure that budgeted limits are not exceeded, reviewing requests to adjust budget documents, analyzing expenditures and costs, and preparing and directing the preparation of budget reports and the associated documentation. Also assists the Assistant Finance Director with the development of any and all financial schedules necessary for the Comprehensive Annual Financial Report and compiling other financial documents as may be necessary. Collects and reconciles daily deposits from other divisions and serves as backup for multiple functions within the Finance Department.

Please visit the City of Lakewood's website for further details regarding the position. Salary range is \$55,505.01 - \$78,284.75, placement depending on experience and qualifications, with an excellent benefits package.

Applications and full job description are available online at:

<https://www.lakewoodoh.gov/human-resources/>

When applying please include a resume and letter of interest. The City of Lakewood is an Equal Employment Opportunity/Affirmation Action Employer.