



**New Lebanon, Ohio
Chief Financial Officer**

Village of New Lebanon, Montgomery County, Ohio is now accepting resumes for the position of Chief Financial Officer. Only qualified applicants meeting the standards set forth below will be considered.

HOURS OF WORK: Part-time to Full-time
RATE OF PAY: \$34.07-\$39.86 based on experience

General Description:

Under the general direction of the Municipal Manager, assumes full management responsibility for assigned functions, services, and activities of the village including but not limited to the Finance, Records, and Human Resources Department. The total annual budget of the Village is \$ 7.8 million. Responsible for the total operations of the department in financial planning, accounting practices, financial relations with outside sources, budgeting, audit, income tax, accounting, purchasing, personnel, insurance, payroll, receivables, payables, permanent records, and utilities. Prepares and executes annual appropriation budgets, manages all accounting systems to conform to state accounting requirements. Keeps accurate records of all monies received and payable. Manages all investments and debts of the municipality. Manages and coordinates financial data processing systems. Coordinates all bond and note financing. Directs, administers, and maintains all documents related to municipal income tax. Directs, administers, and maintains all documents related to the utilities of the municipality. Maintains and performs orientation, classifications, compensation, rules and regulations, performance evaluations, attendance records, pay schedules, and timecards of personnel records, current and past. Analyzes and maintains all insurances. Serves as Clerk of Council, attends council meetings, maintains the journal of council meetings. Performs any and all tasks and duties as assigned.

Essential job function:

Ensures compliance with internal controls, established policies and procedures and with applicable federal, State and local laws, ordinances and resolutions; and provides guidance and direction regarding difficult finance issues and concerns. Maintain accurate financial records and ensure compliance with all relevant laws, regulations and accounting standards to maintain fiscal integrity. Prepare clear and concise administrative and financial reports. Conduct financial forecasting and long-term planning to support the village's strategic initiatives. Identify potential financial risks and develop strategies to mitigate them. Establishes the procurement and contracts process, ensuring transparency and accountability. Assists the Municipal Manager in the preparation, coordination, review, presentation, and administration of the village's annual operating and capital improvement budgets. Provides direction in developing short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments, community organizations, advisory

boards, and citizens.

Establishes and maintains effective working relationships with county, state and federal delegations. Assists in managing intergovernmental relationships with other cities. Acting in consultation with the Municipal Manager, providing input on operational considerations during budget discussions, focusing on staffing requests, and proposing alternative methods of achieving departmental and/or village service needs. Analyzes existing operating procedures on a citywide basis, recommending revisions or new procedures to promote efficient, effective, and consistent delivery of services. Attends conferences, schools, and professional meetings to keep abreast of new developments in public administration, training, and administration.

Minimum qualifications:

Bachelor's degree (preferred but not required) and 5 years of experience in accounting and human resources, preferably in municipal government or the public sector.

Knowledge, Skills and Abilities:

Operations, services, and activities of a municipality.

Advanced principles and practices of public and local government administration.

Government, council, and local and state legislative processes.

Principles and practices of fiscal and strategic planning.

Methods of analyzing, evaluating, and modifying administrative procedures.

Principles and practices of municipal finance and budget preparation and administration.

Methods and techniques of research, statistical analysis, and report presentations.

Strong analytical skills and a thorough knowledge of planning and design. Ability to understand, evaluate and make judgment on proposals (RFP's).

Ability to identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.

Ability to interpret and apply federal, state and local policies, law and regulations.

Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Interested parties should submit a resume and cover letter to Mrs. Shannon Bemis, Acting Village Manager, 198 South Clayton Road, New Lebanon, Ohio 45345. Resumes will be accepted until the position is filled. For questions or additional information please call (937) 687-1341 or send an email to sbemis@newlebanonoh.org.

The Village of New Lebanon is an Equal Opportunity Employer.