

DIRECTOR OF FINANCE

CITY OF ENGLEWOOD, OHIO

OUR COMMUNITY

Nestled in the northern reaches of the Miami Valley, Englewood, Ohio, is a welcoming suburb known for its scenic parks, thriving local economy, excellent schools, and tight-knit community spirit.

Located in southwest Ohio, just west of the James M. Cox Dayton International Airport, along Interstate 70, Englewood (est. population 13,500) comprises 6.60 square miles, 5,700 households, and has a median resident age of 40.6 years. The city offers a variety of housing and price-point options, from apartments and condos to smaller and larger single-family homes. Englewood is ideally positioned to benefit from regional recreational amenities such as the Englewood MetroPark, Aullwood Audubon Center, Kleptz YMCA, and the Earl Heck Community Center. The city's nine parks, encompassing more than 200 acres, further complement the available recreation opportunities.

The community is conveniently accessible to spectator sports and entertainment at the University of Dayton, Wright State University, Schuster Performing Arts Center, Rose Music Center, and the Dayton Dragons minor league baseball stadium. Englewood is approximately a one-hour drive to major sports, entertainment, and cultural attractions in Cincinnati and Columbus. Eateries, specialized services, and varied retail businesses are available within the community or within a short drive and Englewood is served by one of the Midwest's most expansive bike trail systems.

In addition to the highly recognized Northmont City Schools, the community is surrounded by a significant number of parochial, private, and faith-based elementary and secondary schools.

City of Englewood Ohio

SCAN ME

www.englewood.oh.us

DEPARTMENT OVERVIEW



The City's Finance Department is comprised of three divisions: Finance, Utilities, and Income Tax. The Department is responsible for a broad range of financial operations and administrative functions, including biweekly payroll processing, accounts receivable, accounts payable, fixed asset management, and the billing and collection of funds owed to the City. Including the Director, the Department is staffed by seven full-time employees and is currently transitioning to a new Enterprise Resource Planning (ERP) system, OpenGov. This transition is intended to modernize financial operations, improve efficiency, strengthen internal controls, and enhance the City's financial reporting and management capabilities. The Department has been consistently recognized with the Ohio Auditor of State Award.

The Director of Finance position is available due to the upcoming retirement of the current Finance Director.

KEY RESPONSIBILITIES

The Director of Finance oversees all financial operations for the City, ensuring compliance with the City Charter, ordinances, and applicable laws. Responsibilities include managing financial records, tax and utility collections, payroll, accounts payable and receivable, investments, debt management, and maintaining adequate cash flow. The position also coordinates the preparation, administration, and monitoring of operating and capital improvement budgets, financial forecasts, and the City's overall fiscal health. The position supervises assigned employees, oversees financial reporting and auditing, prepares monthly, quarterly, and annual financial reports, and ensures required state and federal reporting is completed. The Director also serves as the City's Chief Financial Officer, presents financial information to City Council, and collaborates with City departments, government agencies, and the public. Additional responsibilities include maintaining required certifications, participating in professional training, adhering to safety standards, exercising sound judgment, and maintaining reliable attendance and availability to meet the needs of the City.

OUR ORGANIZATION:

- Home Rule Charter City with a Council-Manager form of government since 1970
- Mayor elected at large with six City Council members elected by Englewood residents, and an appointed Clerk who serves the Council
- Appointed City Manager, who serves as the City's Chief Executive Officer
- Appointed Law Director, who serves as chief legal counsel to City Council and city administration
- Full-service city with seven departments and 150 full and part-time employees
- 2027 All Funds budget of approximately $49 million

IDEAL CANDIDATE

MINIMUM QUALIFICATIONS

- Five or more years of progressive leadership experience in public sector finance management, or accounting, including two (2) or more years in a supervisory or management position; or any equivalent combination, experience, and training which provides the required knowledge, skills, and abilities.
- Possession of a bachelor's degree in accounting, finance, business management or a related field.
- Must have the ability to be bonded.
- Valid driver's license (or obtain within 30 days of employment) and remain insurable under the City's vehicle insurance plan.
- Must be able to pass a pre-employment background investigation.

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, business management, public administration or a related field, and/or Certified Public Accountant (CPA) license.
- Experience supporting organizational initiatives such as strategic planning, budgeting, policy development, or accreditation is desired.







APPLICATION PROCESS

COMPENSATION & BENEFITS

2027 Fiscal Year

- $116, 059 to $154, 881 annually, contingent upon the candidates related experience, skills, education, knowledge, and abilities.
- Ohio Public Employees Retirement System (OPERS) retirement plan
- Deferred Compensation plans
- Comprehensive medical, dental, vision, prescription insurance provided; 0-15% premium cost depending on selected coverage
- Accrued vacation & sick leave based on prior service credit; no sick leave cap
- Life insurance ($75,000 paid by City)
- 10 paid holidays per year
- Annual tuition-reimbursement
- Modern fitness facility provided on-site

Interested candidates are invited to submit a cover letter and resume, including four professional references, via the email address below by **12 noon on Monday, December 14, 2026** for initial consideration. Applications will be accepted until the position is filled.

Submit cover letter, resume and professional references to: ***employment@englewood.oh.us***

The City of Englewood is proud to be an equal opportunity employer, welcoming applications from all qualified individuals, regardless of race, gender, sexual orientation, religion, ethnicity, national origin, or disability.

For more information, visit the city's website: www.englewood.oh.us.

QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO:
KERRY NORMAN, DIRECTOR OF HUMAN RESOURCES
EMPLOYMENT@ENGLEWOOD.OH.US | 937.771.6317



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