

Finance Specialist

The Finance Department is responsible for accounting, payroll, and tax administration functions. These services are provided by Finance Specialists, who develop expertise in one primary functional area while also receiving cross-training to support other departmental functions as needed. This collaborative approach ensures continuity of operations and uninterrupted service delivery. This position reports directly to the Finance Director.

The ideal candidate is committed to providing exceptional customer service to both the public and City employees. The successful applicant will also prefer a team-oriented environment and be willing to contribute to cross-departmental initiatives and projects.

Candidates must possess strong organizational skills and the ability to maintain a high level of accuracy in a fast-paced, deadline-driven environment. The position requires discretion in handling confidential information, as well as excellent verbal and written communication skills.

Experience with finance, payroll, or tax software is desirable. A working knowledge of accounting and auditing principles and practices is preferred. Familiarity with municipal tax regulations, payroll processing, and benefits administration is also beneficial.

A high school diploma or GED is required. An associate's or bachelor's degree in accounting, Finance, or a related business field is preferred.

The selected candidate must successfully complete a background investigation, including a polygraph examination, and pass a drug screening.

Salary range: \$30.86–\$38.88 per hour.

To be considered, applicants must submit a completed City of Montgomery employment application. Applications are available online and must be received no later than 4:30 p.m. on July 7, 2026.

www.montgomeryohio.gov

Equal Opportunity Employer (EOE) / Americans with Disabilities Act (ADA) Compliant Employer.