



Finance Director Recruitment 2025



CITY OF KETTERING

The Position

The City of Kettering is seeking a strategic, collaborative, experienced, service-driven leader with strong customer service skills, proven integrity, personal initiative and independent professional judgment to serve as Finance Director.

The Director plans, directs and oversees purchasing, payroll, accounts receivable, accounts payable, income tax collection, treasury and debt management, insurance administration and property inventory functions, financial reporting, budget, and financial analysis activities. They prepare revenue estimates, the annual budget, financial and statistical reports, and provide financial advice. The Director recommends goals and objectives, assists in the development and implementation of policies and procedures, evaluates the effectiveness of operations and programs and modifies strategies to achieve goals.

The Finance Director leads and manages a team of approximately 20 staff members, including 4 direct reports. The current team is highly cohesive, reliable and dedicated. A core responsibility for the Director is fostering a continued culture of teamwork and professionalism.



The Community

Kettering, Ohio, is an innovative City known for its outstanding amenities. Kettering is home to beautiful neighborhoods and green spaces, as well as flourishing businesses, spanning approximately 18.7 square miles and housing over 57,000 residents. Kettering is the second-largest City in Montgomery County, perfectly situated near the metropolitan area of Dayton.

Kettering offers exceptional quality of life. The city boasts 22 parks and a wealth of recreational amenities that host diverse cultural arts programs and year-round community events. Every summer, residents flock to the Frazee Pavilion to enjoy first-class performers. Complementing the city's recreational offerings is its acclaimed school system. Kettering schools hold an 'Excellent with Distinction' rating and are known for providing students with a wide array of academic and extracurricular opportunities.

Kettering's diverse and sound economic base provides the foundation for the present and future stability of the City.

Kettering's mixture of commerce and residential development works in tandem to create a vibrant

community. Businesses range from small locally owned shops and award-winning restaurants to corporations such as Kettering Health, Amazon, Kodak, Reynolds and Reynolds, Solvita, and Alternate Health Solutions. Nearby Wright-Patterson Air Force Base employs approximately 38,000 professionals, making it one of the largest U.S. Air Force bases in the country and Ohio's largest single-site employer.

The City experienced the loss of three significant employers within the last five (5) years. The pandemic accelerated working from home and two large inbound customer service call centers closed. Additionally, an auto parts manufacturer ceased operations in Kettering. These three employers represented approximately 3,000 jobs. Kettering remains financially healthy and focused on high-quality service delivery, but this job loss impacts long-term revenue forecasts and necessitates financial and strategic planning, enhanced economic development efforts, and thoughtful action to ensure continuation of Kettering's exceptional levels of service and investment in infrastructure.



The Organization

The City of Kettering operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional City Manager. Seven Council representatives are elected to four-year terms on a non-partisan basis, one from each of the four (4) districts, two (2) at large, and the Mayor who serves at-large.



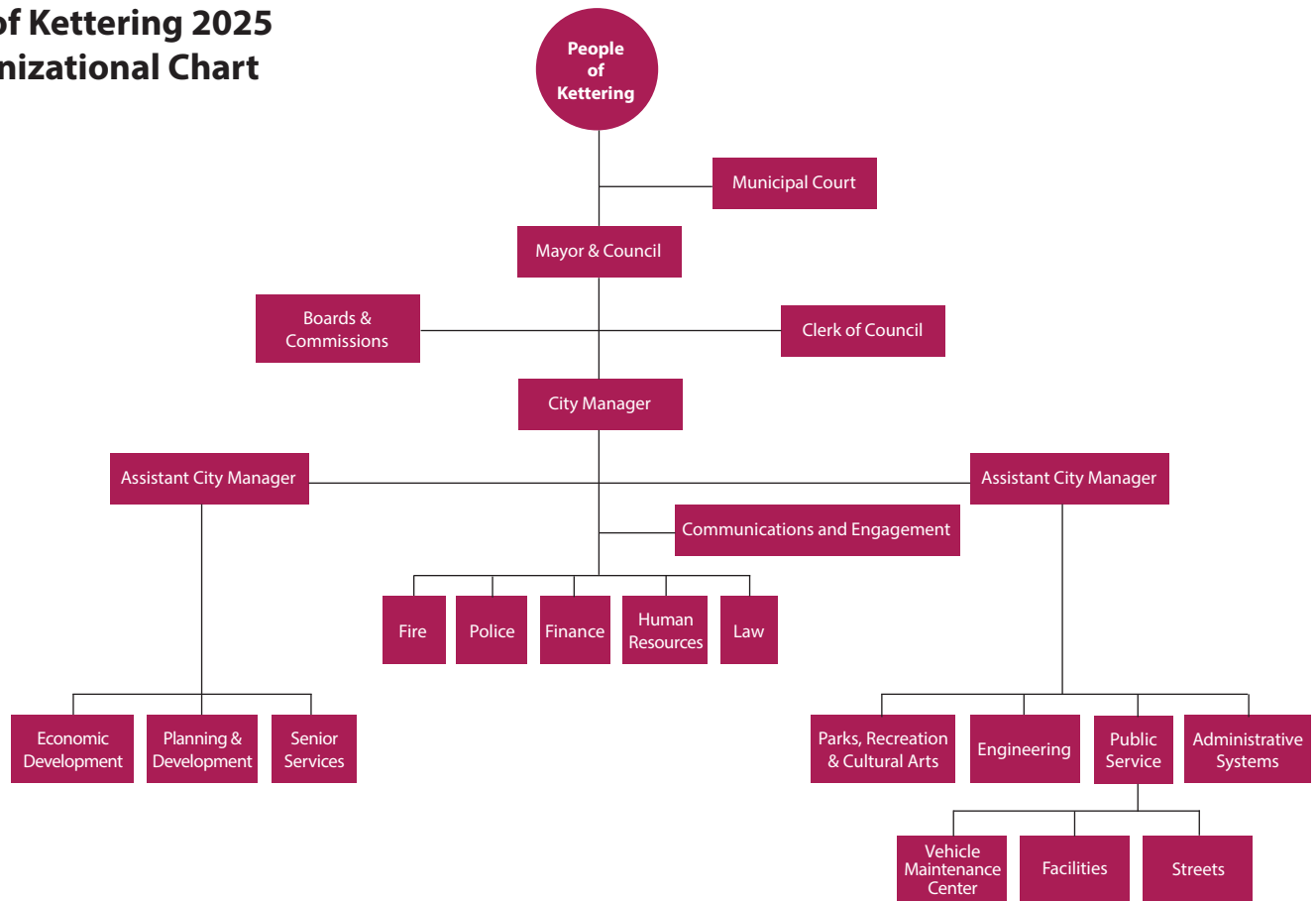
The City prides itself on providing a wide range of services and amenities to its residents, including parks, recreation, cultural arts, public safety (police and fire), street maintenance, public improvements, general administrative services and community development.

The City collaborates with Kettering City Schools to enhance the quality of life for the youth in the community. Kettering's success reflects the collaborative efforts of private citizens, civic leaders, government officials and business representatives. Such widespread commitment to the community ensures that Kettering remains a suburb people choose to call home.

The City of Kettering is also known as the "City of Volunteers" as it is supported by more than 500 volunteers. These community stewards serve the City in local initiatives, as well as nationally-recognized programs, such as "Cities of Service" and "Make a Difference Day".

The City's operating budget is \$90 million. The City plans to invest \$17.3 in infrastructure in 2025 as part of its 5-year Capital Improvement Plan (CIP) and has a current annual debt service obligations of \$2.7 million.

City of Kettering 2025 Organizational Chart



The Finance Department

Kettering's award-winning Finance Department provides guidelines that identify available revenue sources and debt capacity, as well as policies for projecting revenues and designating reserves to be maintained. Kettering's fiscally sound stewardship continues to earn confidence from residents and property owners.

The Finance Department has been awarded a Certificate of Achievement for Excellence in Financial Reporting through the Government Finance Officers Association of the United States and Canada (GFOA) every year since 1982 and the GFOA's Award for Distinguished Budget Presentation for its annual appropriated budget every year since 1986! The Department is responsible for the programs of Administration and Budget, Accounting, Taxation and Purchasing. Managing over \$108 million annually in financial transactions requires processing over 7,800 accounts payable transactions, 18,300 direct deposits of payroll and 2,000 purchase orders. In addition, the Tax Division collects in excess of \$56.4 million annually in City income tax and maintains active records on over 48,000 taxpayers.

The Administration and Budget Division administers and manages all activities of the Finance Department; assists

in the allocation of City resources toward economical and efficient municipal services that effectively meet community needs; and coordinates and/or manages all insurance, property or risk management functions for the City. This Division prepares the annual budget and 5-year forecasts for the General Fund, CIP, and capital equipment.

The Accounting Division provides general accounting services for the efficient operation of the City; manages and safeguards all funds of the City; and secures, manages and provides for the timely retirement of all City debt.

The Taxation Division records and accounts for all income tax revenues due the City of Kettering.

The Purchasing Division procures or assists in the procurement of all goods and services for the City.

After 38 years of dedicated service to the City, the Finance Director has retired taking with her decades of institutional knowledge. The incumbent must be approachable, supportive and ready to explore process improvement and technological advancement while maintaining the Department's excellence in service.

The Ideal Candidate

The ideal candidate for the Finance Director is an experienced and seasoned professional who will inspire and lead a team of accomplished staff and is fully-invested in their continued success and professional development. They will be a team player who can instill trust and confidence and provide City leadership with thoughtful, accurate and timely information and recommendations.

The candidate will be a collaborative leader with a demonstrated ability to appropriately oversee and administer the Finance department while encouraging creative thinking and supporting staff through direction and feedback and building strong relationships within the Department, the City organization, with City officials, other organizations and the public.

The candidate must have strong verbal and written communications skills to engage with varied audiences and be prepared to use their financial acumen to help solve organizational challenges and advance community priorities. They will have managerial maturity, the ability to balance competing priorities and organizational perspectives, self-confidence, the humility to learn and grow, the confidence to lead and make decisions and a commitment to improving Kettering's collaborative culture.

The ideal candidate will understand the importance of providing the public with accurate and timely information as well as being accessible, responsive and transparent. They will see the big picture, identify creative solutions, and demonstrate sound judgment and decision-making skills while being detail-oriented and technically savvy. They will be a creative problem solver who is open to thoughtful change and focused on moving the organization forward.

The candidate must have a strong financial mind with advanced knowledge of municipal finance administration and accounting principles and practices; investment fund management, municipal debt administration, financial forecasting and analysis; risk management and insurance; payroll; purchasing; property taxes; bond issuances; general laws, policies and procedures governing municipal finance; research and reporting methods, techniques and procedures; principles of personnel management, supervision and performance evaluation; and performance measurement and management.





Experience and Education

Significant background with progressively responsible experience, in general accounting, public accounting and/or local government finance at the executive level and at least 2 years proven effective supervisory experience is essential. A Baccalaureate degree in Accounting or Finance Administration, Business Administration, or another relevant field from an accredited college or university is required. A Master's degree in Public Administration, Business Administration, or other relevant field is preferred. Possession of or ability to obtain a Certified Public Accountant (CPA) license; Certified Public Finance Officer (CPFO); or Certified Government Financial Manager (CGFM); and Enterprise Resource Planning (ERP) experience and/or training is highly desirable.

Compensation

Salary range for this position is negotiable up to \$158,600/year and contingent upon the candidate's related experience, skills, education, knowledge and abilities. Extensive benefits include medical, dental insurance, life insurance, vacation leave, sick leave, vehicle allowance, educational assistance, deferred compensation, Employee Assistance Program and participation in the Ohio Public Employees Retirement System.

How To Apply

Please use the City's online application portal at www.ketteringoh.org/jobs to complete an application and submit a resume and cover letter. **Application deadline is Nov. 17 at 5 p.m. (EST).** Candidates are encouraged to visit www.ketteringoh.org for more detailed information about the City.



THE CITY OF KETTERING IS AN EQUAL OPPORTUNITY EMPLOYER

Submissions in response to this recruitment are subject to release and disclosure to the media and general public under the Ohio Public Records Act.