



Job Announcement and Description

FINANCE DIRECTOR

The City of Carlisle, Ohio (est. pop. 5,500), a chartered city located southwest of Dayton in Montgomery and Warren Counties, is accepting applications for a full-time Finance Director.

The Finance Director is responsible for the administration and oversight of all financial operations of the City, including budgeting, accounting, payroll, accounts payable, utility billing oversight, income tax administration, financial reporting, investments, debt management, annual audits, and compliance with all applicable federal, state, and local laws. The position serves under the administrative direction of the City Manager and supervises the Finance Department staff.

Essential Functions

Plans, organizes, directs, and supervises all operations of the Finance Department while ensuring the City's financial integrity through sound fiscal management, accurate reporting, and compliance with governmental accounting standards and applicable laws.

Examples of Duties

(The following examples illustrate typical duties. Not all duties may be performed, and additional tasks may be assigned.)

- Develops and administers the City's annual operating and capital budgets.
 - Oversees all accounting functions, including accounts payable, accounts receivable, payroll, utility billing, income tax, and Mayor's Court finances.
 - Prepares monthly, quarterly, and annual financial reports.
 - Prepares the Annual Comprehensive Financial Report (or Annual Financial Report, as applicable).
 - Coordinates and manages the City's annual independent audit.
 - Oversees investments, cash management, and debt administration.
 - Maintains compliance with Ohio Revised Code, Auditor of State requirements, and GAAP.
 - Supervises and evaluates Finance Department personnel.
 - Advises the City Manager and City Council on financial matters.
 - Attends Council meetings and committee meetings as needed.
 - Assists with grant administration and financial reporting.
 - Develops and implements departmental policies and procedures.
 - Performs other duties as assigned by the City Manager.
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Desirable Knowledge, Skills, and Abilities

- Thorough knowledge of governmental accounting principles.
- Knowledge of Ohio municipal finance laws.
- Strong budgeting and financial planning skills.



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- Leadership and supervisory abilities.
 - Excellent communication skills.
 - Ability to prepare complex financial reports.
 - Ability to interpret statutes and regulations.
 - High level of integrity and confidentiality.
 - Ability to establish effective working relationships with elected officials, staff, auditors, and the public.
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Desirable Education, Training, and Experience

- Bachelor's degree in Finance, Accounting, Public Administration, Business Administration, or a closely related field is required.
 - A minimum of five (5) years of progressively responsible experience in governmental finance, accounting, or a related field is required.
 - Supervisory experience is preferred but not required.
 - A Master's degree, Certified Public Accountant (CPA), or other relevant professional certification is highly desirable.
 - Equivalent combinations of education and experience may be considered.
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Necessary Requirements

- Possession of, or ability to obtain prior to appointment, a valid Ohio Driver's License and reliable transportation.
 - Availability to work occasional evenings or weekends as needed.
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Compensation, Benefits, and Classification

- Salary: \$82,000–\$95,000 annually, depending on qualifications.
 - The City provides a 10% OPERS pension pickup (employee share) in addition to salary.
 - Competitive benefits package including medical, dental, vision, life insurance, paid holidays, vacation, sick leave, personal leave, and participation in OPERS.
 - Exempt, full-time department head position.
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How to Apply

Submit a completed application to:
City of Carlisle
Attn: Elayna Myers



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760 W Central Avenue
Carlisle, OH 45005
HR@carlisleoh.gov

Email submittals are preferred but not required.

All candidates are subject to a post-offer, pre-employment physical and drug test.

Timeline

The position is open until filled.
Resumes will be reviewed as they are received.

Equal Opportunity

The City of Carlisle is proud to be an Equal Opportunity Employer.