



DIRECTOR OF FINANCE

CITY OF SEVEN HILLS

The City of Seven Hills is accepting resumes for both part-time and full-time candidates for the position of **DIRECTOR OF FINANCE**. The City Administration, with Council approval, will ultimately make a decision of short-term and long term needs. The City is seeking an experienced and energetic professional an experienced and energetic professional.

Supervisor:The position is appointed by and reports to the Mayor of Seven Hills.

Responsibilities and Duties: The Director of Finance is responsible for management of the City's daily financial activity. Responsibilities include financial analysis, budgeting, expenditure control, audit coordination, employee benefits administration, payroll, investments and preparation of financial statements.

Preferred Qualifications: The preferred candidate will possess excellent communication and presentation skills and have management experience, including managing staff and demonstrated ability to effectively deal with day to day administrative issues. Additionally, candidates should have good leadership skills and a strong desire to contribute to a successful team.

Minimum Qualifications: A bachelor's degree in accounting, finance, or business administration. Knowledge and/or experience in municipal government and fund accounting. At least 3+ years experience in public, financial management, preferably in a municipal setting. The successful candidate will have experience in financial management, accounting software and Microsoft Office.

Salary Range: The salary range provided for by ordinance is \$58,000- \$78,784. The part-time position rate is negotiable, within the salary range and limited to a maximum of 29 hours weekly for the duration, all subject to Council approval. Qualifications and experience will be considered.

Application Process: Interested candidates are invited to send their resume to the City of Seven Hills, Finance Department, Attention Joseph Hotchkiss, 7325 Summitview Drive, Seven Hills, OH 44131 by **August 31, 2016**. Email responses may be sent to jhotchkiss@sevenhillsohio.org. Pre-employment background review and drug screen required. Seven Hills is an equal opportunity employer.