



Application Procedure:

Complete the application online at <https://www.washingtontwp.org/government/employment> and click on the **red Apply Now** button.

Make sure to click on the "Complete Information" tab to get additional application information, including the full job description.

In addition to the online application, applicants must attach the following materials to be considered a complete application: cover letter, resume, any required certifications, diplomas (or transcripts), and if applicable, a full copy of any military discharge paperwork.

For first consideration, requested materials must be received through our online application website by Monday, April 1, 2024.

Incomplete application submittals will not be called or considered.

JOB OPPORTUNITY

FINANCE DIRECTOR (FULL-TIME)

Recruitment Open Until Filled

THE POSITION: Washington Township, Montgomery County, Ohio, is seeking an experienced and analytical individual for the position of Finance Director. Under the direction of the Township Administrator and the Township Fiscal Officer, the Director oversees the Finance Department and associated financial functions for Washington Township. The ideal candidate should possess strong analytical skills, good strategic thinking, excellent communication skills, exceptional numerical proficiency, and strong leadership skills.

RESPONSIBILITIES: The **Finance Director** manages all facets of Township accounting, consistent with pertinent local, state and Federal laws, Township policy, generally accepted governmental accounting and financial reporting principles, as well as:

- Plans, develops, and directs the activities and programs of the Finance Department.
- Coordinates input from other departments and divisions on financial issues including annual budget preparation and completion of routine expenditures.
- Oversees the debt management programs in accordance with the direction from the Investment Committee and sound investment policies.
- Maintains a system of control over expenditures in compliance with state law and coordinates all required audits as necessary.
- Oversees and administers annual and five-year capital department budget/financial plan.
- Provides direction and general supervision of purchasing, payroll, property inventory, and risk insurance programs.
- Manages leases and other contractual relationships pertaining to department operations and/or projects.

QUALIFICATIONS: **Minimum qualification** requires a bachelor's degree in accounting, finance, or related field, **five years** of progressive public accounting experience; or any combination of training or experience which provides the necessary knowledge, skills, and abilities. **Preferred qualification** requires a master's degree in public administration, finance, accounting, or related field and **seven years** of progressive public accounting experience, and CPA certification.

Must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan.

The Administrator may waive certain requirements to ensure an adequate candidate pool.

COMPENSATION & BENEFITS: Salary range is \$95,061 to \$135,936 (effective 12/25/23) and is a non-exempt, non-union position. Entry rate is contingent upon candidate's experience, qualifications, and related skills, knowledge, and ability. Excellent benefits including health, dental, and life insurance, OPERS retirement plan, 11 paid holidays, paid time off in vacation, sick, and personal time, and tuition reimbursement.

APPOINTMENT PROCEDURE:

Selection process includes a review of all submitted materials and interviews. Candidate will be required to complete a criminal and personal background check, driver's license review, and a physical/drug screen. Appointment procedure will be based on the number of qualified candidates.