

# APPLICATION NOTICE

## City of Urbana Director of Finance

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The City of Urbana is seeking qualified applicants for the full-time position of Director of Finance. This leadership role oversees all financial operations of the City, ensuring professionalism, legal compliance, and excellence in public service. Starting salary is \$115,000, commensurate with experience and qualifications. This position reports to the Mayor.

### Essential Duties and Responsibilities:

- Collaborates with the Mayor, City Council, Clerk of Council, City Departments, the Law Department, and other local, state, and federal agencies.
- Ensures all Finance Department functions are carried out in a professional, legal, efficient, and customer-friendly manner.
- Leads staff by promoting continuous improvement, professional development, and excellence in public service.
- Performs duties set forth in Section 4.03 of the Urbana City Charter including:
  - Collection of taxes, assessments, and other funds.
  - Disbursement of City funds as authorized.
  - Oversight of accounting systems and records across all departments.
  - Investment of available funds in compliance with City Code and applicable laws.
  - Serving as fiscal advisor to the Mayor and Council.
  - Preparation of financial reports and assistance with annual budget and revenue projections.
- Ensures timely submission of appropriation documents and budgetary information to City Council and other required entities.
- Manages and supervises Finance Department staff, including training, workload planning, evaluation, and performance management.
- Oversees ambulance fee collections, income tax administration, utility billing, business licensing, and Oak Dale Cemetery financial operations.
- Serves as Clerk of the Board of Control (purchasing authority)
- Ensures proper internal control procedures and compliance with federal, state, and local financial regulations.
- Directs the preparation of financial reports including the Comprehensive Annual Financial Report (CAFR), state and federal reports, payroll, and tax filings.
- Manages the City's centralized financial information systems.
- Provides financial analysis to support collective bargaining, compensation planning, staffing decisions, and liability monitoring (including workers' compensation).

### Minimum Qualifications:

- Graduate of an accredited four-year college or university with a degree in accounting, finance, business administration, public administration, or a closely related field.
- Preferably at least five (5) years of progressively responsible municipal finance experience.
- A Master's degree and/or CPA certification are preferred.
- Strong leadership, analytical, communication, and organizational skills are essential.

### Conditions of Employment:

Successful background check and pre-employment drug screening.

### How to apply:

Submit a City application, resume, and letter of interest to Human Resources, 225 S. Main St., Urbana, OH 43078 or via email to [hr@ci.urbana.oh.us](mailto:hr@ci.urbana.oh.us)

Job description and application available at available at [www.urbanaohio.com/job-opportunities.html](http://www.urbanaohio.com/job-opportunities.html) or by calling (937) 652-4313.

**First review begins May 16, 2025.** Position open until filled.

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The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.