CITY OF NEWTON FALLS, OHIO
Finance Director

Salary Range: $67,808 - $87,464 Annually ($32.60 - $42.05 per hour)

Position Type: Full-Time, Exempt

Department: Finance

Reports To: City Manager

Location: Newton Falls, Ohio

About the Position

The City of Newton Falls is seeking an experienced, detail-oriented, and forward-thinking professional to serve as its next Finance Director. This executive-level position serves as the City's chief financial officer and is responsible for overseeing all municipal finance functions, including budgeting, accounting, treasury management, payroll, income tax administration, utility billing, financial reporting, and human resources administration. The Finance Director works closely with the City Manager, City Council, department heads, auditors, financial institutions, and residents to ensure fiscal integrity and long-term financial sustainability.

Essential Duties and Responsibilities

- Direct and manage the daily operations of the Finance Department.
- Supervise finance and administrative staff.
- Prepare and administer annual operating and capital budgets.
- Monitor revenues, expenditures, and fund balances.
- Oversee treasury functions, investments, payroll, accounts payable and receivable, utility billing, and income tax administration.
- Coordinate annual audits and financial reporting.
- Ensure compliance with Ohio laws and governmental accounting standards.
- Attend City Council meetings and present financial reports.

Minimum Qualifications

Bachelor's degree in Finance, Accounting, Public Administration, Business Administration, or a closely related field; three years related professional experience; three years progressively responsible finance experience; two years supervisory experience; valid driver's license and ability to be bonded.

Preferred Qualifications

Municipal government finance or management experience; Master's Degree; CPA designation; Ohio Public Finance Officer certification; Ohio Certified Public Manager designation.

Knowledge, Skills, and Abilities

Knowledge of governmental accounting, public finance, budgeting, forecasting, auditing, internal controls, and regulatory compliance. Strong leadership, communication, organizational, and analytical skills.

Compensation and Benefits

The City of Newton Falls offers a competitive salary range of $67,808 to $87,464 annually, depending on qualifications and experience. Benefits may include OPERS, health insurance, paid leave, and professional development opportunities.

How to Apply

Submit a cover letter, resume, and three professional references to the Office of the City Clerk, City of Newton Falls, 612 W Broad Street, Newton Falls, Ohio 44444. Position Open Until Filled. Or email CityClerk@newtonfallsoh.gov

Equal Opportunity Employer

The City of Newton Falls is an Equal Opportunity Employer and does not discriminate on the basis of any protected classification under applicable law.