



# FINANCE ADMINISTRATOR

## The Community

Amberley Village is primarily a residential community of 3,500 residents located on 3½ square miles in Hamilton County. It is a prosperous “first suburb” community bordered by Cincinnati, Reading, Silverton, Golf Manor, and Sycamore Township. Amberley Village has a rural feel in an urban area and is located in the center of metropolitan Cincinnati’s I-275 loop with the Ronald Reagan Cross County Highway crossing the northern edge of the Village.

Amberley is a full-service community with 38 full-time employees and a \$6.8 Million General Fund budget. The Village operates under the Council/Manager form of government consisting of a seven-member Village Council elected to two-year terms and a Village Manager. The Village’s high quality service delivery is carried out through three departments: Police/Fire, Maintenance/Fire and Administration.

## The Department

The Administration Department is responsible for conducting the overall functions of the Village government including management of finances, collection of taxes, processing permits for zoning, and implementing legislation and policy set by Village Council.

The Administration Department consists of 6 full-time employees: The Village Manager, Finance Administrator, Tax Administrator, Zoning & Project Administrator, Executive Assistant and Administrative Assistant.

## Job Announcement for Finance Administrator

Amberley Village is seeking a multi-talented professional with a Bachelor’s Degree from an accredited college or university with major course work in Finance, Public Administration, Accounting, Business or related field; five (5) year’s work experience in accounting, auditing, or tax preparation; or any equivalent combination of education, experience and training which evidences the required knowledge, skills and abilities. Experience with Uniform Accounting Network (UAN) or in a local government setting is preferred. For a description of job responsibilities and position announcement, visit [www.amberleyvillage.org](http://www.amberleyvillage.org). Full-time, hourly range \$39-\$47 DOQ/Excellent Benefits. EOE.

## Employee Benefits

The Village provides employees with a comprehensive benefits package that includes health insurance with a portion of the HSA funded by the Village, dental insurance, life insurance, vacation, sick leave, holidays, and personal leave. Employees participate in the Ohio Public Employees Retirement System (OPERS). The Village offers employees the additional choice to participate in a tax-deferred retirement savings program.

**To Apply:**

To be considered for this position, a completed application must be submitted to Amberley Village. The application materials are available for pick-up at the Amberley Village Municipal Building located at 7149 Ridge Road, Cincinnati, Ohio, 45237, or accessed online at [www.amberleyvillage.org](http://www.amberleyvillage.org). Applications will be accepted by regular mail, attention to Village Manager Scot Lahrmer or by email to [slahrmer@amberleyvillage.org](mailto:slahrmer@amberleyvillage.org). Resumes are also encouraged.

Amberley Village is an Equal Opportunity Employer. Amberley Village does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.