



Finance
Supervisor

Our Community

Liberty Township is located in southwest Ohio's Butler County in the center of the fast-growing Cincinnati-Dayton metroplex. Located along the I-75 Growth Corridor, with Cincinnati 20 miles to the south and Dayton 25 miles to the north, Liberty Township is an attractive community for its 43,000+ residents while offering a variety of development opportunities for businesses. Liberty Township provides quality housing, healthcare and schools.

The community's location allows easy access to Cincinnati and Dayton with a variety of cultural events ranging from museums, symphonies, college and professional sports and fine dining. Both metropolitan areas provide businesses with the assets necessary to recruit and retain a highly-skilled and educated workforce. Liberty Township is a growing, vibrant community that encourages involvement by residents and businesses in planning its future.



The Position

Under the direction of the Township Administrator, the Finance Supervisor serves as a member of the management team with responsibility to manage the Liberty Township financial activities according to the rules of the Ohio Revised Code, assists Township Administrator with a variety of financial management matters, performs administrative work in planning, organizing, coordinating, and directing activities of the finances for the Township.

REQUIREMENTS:

- Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field
- Three years of progressively responsible government accounting experience or an equivalent combination of education and experience

Salary

Liberty Township is offering a salary of **\$65,000 - \$80,000** based on qualifications and along with a comprehensive benefits package. This position is full time salaried, exempt.

Other perks enjoyed by this position include 11 paid holidays as well as 7 paid Fridays off throughout the summer, longevity bonus paid after three years of continuous service, and cell phone reimbursement.



Responsibilities

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Collect and process accounts receivables
- Prepare financial reports for various departments
- Oversees asset management
- Support the Township's management of major service contracts, vendor contracts, by providing accounting, recording, and monitoring duties
- Assist with preparation of financial plan and annual budget
- Perform ongoing budget monitoring, appropriation and revenue adjustments, and other budget management functions
- Assist in the preparation of documents and transcripts necessary for the issuance of bonds and/or keep accurate records of such debt obligations.
- Provide necessary financial data as required for grants and monitor the receipt of funding and expenses.

Knowledge, Skill, & Abilities

- Knowledge of financial planning, administration, and fund accounting.
- Knowledge of general laws, policies, and procedures in government.
- Knowledge of standard office equipment and accounting software.
- Ability to formulate and implement standard accounting methods, system procedures, forms, financial reports and records.
- Knowledge of GASB requirements and GAAP statements.
- Ability to establish and maintain harmonious working relationships with department managers, and coworkers
- A high degree of integrity and good professional judgment.
- Ability to communicate effectively both orally and written.
- Ability to multi-task and prioritize work to meet deadlines
- Ability to maintain confidentiality of material.



How to Apply

Interested applicants should visit www.liberty-township.com and search "employment opportunities" for details.

Questions?

Please contact John Lewis at
jlewis@liberty-township.com
(513) 759-7500



5021 Winners Circle Drive
Liberty Township, Ohio 45011
(513) 759-7500
www.liberty-township.com