



CITY OF MILFORD

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www.milfordohio.org



About the Role

As the Assistant Finance Director, you'll manage the daily activities of the Finance Department and assist the Finance Director with various tasks, including preparing and analyzing financial reports, managing the annual budget, and performing labor costing and analysis. You'll also be responsible for bi-weekly payroll, preparing for bi-annual audits, and maintaining financial records, including fund revenue accounts and debt. Additionally, you'll have a leadership role, making recommendations on hiring and training subordinate employees.

Qualifications & Compensation

Bachelor's degree in finance, accounting, or public administration, or equivalent experience is required. Three to five years of relevant experience is preferred. The ideal candidate will have extensive knowledge of Generally Accepted Accounting Principles (GAAP) and federal, state, and local laws. The role demands independence and mature judgment.

The salary range for this position is \$70,000 to \$85,000 depending on qualifications (DOQ).

How to Apply

The position will remain open until filled. The first review of resumes will take place on **October 23, 2025**.

For any questions about the position, please contact:

- Finance Director Jewelie Casteel
- Email: jecasteel@milfordohio.org
- Phone: 513-831-4192

Position: ASSISTANT FINANCE DIRECTOR

Department: FINANCE

Class: FULL-TIME | CLASSIFIED | EXEMPT | NON-UNION

GENERAL STATEMENT OF POSITION

The Assistant Finance Director is primarily responsible for assisting in the overall financial management of the City. Responsibilities include overseeing an ordered and detailed record of payroll and administering other finance projects, reports, and budgetary analysis.

QUALIFICATIONS

Bachelor's degree or equivalent experience in finance, accounting, or public administration. Preferred three to five years of relevant experience. The position requires independence and mature judgment.

ESSENTIAL RESPONSIBILITIES

- Manage daily activities of Finance
- Oversee timely and accurate bi-weekly payroll, handle confidential information appropriately
- Oversee balanced payroll reports and required payments and requests for deductions, direct deposits, and transfers
- Oversee monthly, quarterly, and annual payroll reports to federal, state, and local taxing agencies
- Oversee annual W-2 and 1099 forms, year-end reports, and all related government forms
- Oversee payments to and correspond with Public Employees Retirement System (OPERS) and Ohio Police & Fire Pension Fund (OPF)
- Oversee premium payments for health, dental, and life insurance benefits
- Oversee and maintain fringe benefit and leave accrual records
- Comply with COBRA enrollment requirements
- Respond to unemployment claims, employment verification, and workers' compensation claims and submit monthly premium payments
- Set up, compile, and maintain all fund revenue accounts
- Oversee accurate account of indebtedness and amortization, update debt spreadsheets regularly, and administer timely payment
- Oversee bi-annual audit preparation
- Make recommendations on hiring, advancement, termination, discipline, or other status changes of subordinate employees
- Train, instruct, and develop Finance employees
- Assist in recruiting and properly staffing Finance and foster practices to retain quality employees
- Assist Finance Director with preparation and analysis of various City financial reports

- Assist Finance Director with annual budget, including analysis and projections
- Assist Finance Director with labor costing and analysis for negotiated collective bargaining
- Assist with development and implementation of City personnel policies and procedures
- Oversee monthly bank reconciliations and close monthly and annual budgetary records
- Attend relevant training as needed
- Demonstrate regular and predictable attendance
- Assist with other Finance tasks as needed

ABILITIES, KNOWLEDGE, AND SKILLS

- Knowledge of Generally Accepted Accounting Principles (GAAP) and audit standards
- Knowledge of applicable federal, state, and local laws, ordinances, codes, rules and regulations, and ability to interpret same
- Extensive knowledge of computers, including Microsoft Office, Word, Excel, and Power Point. Added plus is familiarity with SSI VIP.
- Ability to create and maintain effective working relationships with peers and the public
- Ability to communicate in a clear and concise manner both verbally and in writing
- Ability to gather, analyze, and interpret data with a high level of accuracy

EQUIPMENT

Knowledge of operation and use of office equipment including, but not limited to, personal computer, laptop, smart board, fax machine, copier, telephone, printers, and modem communications.

PHYSICAL DEMANDS & INHERENTLY HAZARDOUS WORKING CONDITIONS

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.). The employee may occasionally experience hostility from the public. In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

POSITIONS DIRECTLY SUPERVISED

Finance Specialist, Assistant to Finance Director/Tax Clerk