

## **Finance Manager**

### **City of Madeira**

7141 Miami Ave, Madeira, OH 45243

**Pay:** \$55,000.00 - \$85,000.00 per year

Unclassified

### **Job Description**

The City of Madeira's Finance Manager performs advanced managerial, professional, and technical work in overseeing all functions of the Finance and Tax Department. This role is responsible for directing, coordinating, and evaluating financial operations, including accounting, payroll, purchasing, municipal income tax, and related fiscal activities. The position also includes routine and complex clerical, accounting, and customer service responsibilities as assigned.

Under the general direction of the Treasurer, the Finance Manager exercises an elevated level of initiative, independent judgment, and discretion in managing daily financial and tax operations. The role requires exceptional attention to detail, strong organizational skills, and the ability to manage confidential information with integrity. The employee must be able to collaborate effectively with residents, businesses, and internal staff.

### **Duties**

- Process daily accounts payable, accounts receivable, cash receipts, and purchase order entries.
- Prepare weekly check runs.
- Post daily tax payments, including withholding, business, and residential income tax activity.
- Make daily tax deposits and maintain accurate supporting documentation.
- Provide high quality customer service to residents, businesses, and external partners.
- Conduct audits of tax returns, research delinquent accounts, and manage collection follow up.
- Reconcile monthly bank statements for all City accounts.
- Maintain fixed asset records; tag all City property valued at \$1,000 or more.

- Prepare depreciation schedules for City owned rental properties.
- Maintain records retention and destruction schedules for Finance and Tax Departments.
- Assist with annual budget preparation, including appropriations and reappropriations.
- Prepare journal entries for the general ledger system.
- Assist with preparation of the Annual Tax Budget.
- Support the annual audit process.
- Assist with preparation of the Annual Comprehensive Financial Report (ACFR).
- Provide support to Human Resources as needed.
- Perform other related duties as assigned.

#### **Required Knowledge, Skills, and Abilities**

- Ability to manage multiple priorities and meet deadlines.
- Proficiency with Microsoft Outlook, Word, Excel, and financial software systems including MoneySoft, Tyler Fund Balance, and MITS.
- Working knowledge of municipal government finance and tax regulations (preferred).
- Strong attention to detail and commitment to accuracy.
- Ability to maintain confidentiality and manage sensitive information.
- Effective communication and customer service skills.
- Ability to collaborate with colleagues and the public.
- Competency in operating office equipment and performing data entry with accuracy.

#### **Education and Experience**

- Bachelor's degree in accounting, Finance, or a related field; or
- An equivalent combination of education, training, and relevant experience that demonstrates required skills and abilities.

- Experience in governmental accounting or municipal finance is preferred but not required.

**Resumes may be submitted to [msprenger@madeiracity.com](mailto:msprenger@madeiracity.com)**