



# **Recruitment Brochure for City Treasurer**



### **The Community**

The City of Trenton (est. pop. 13,000), is located six miles west of Middletown, Ohio. Encompassing 4.5 square miles, Trenton was established in 1816 and incorporated in 1971. The City is located within a 90-minute drive of 5 major Metropolitan Statistical Areas, 6 million people, over 300 cities, towns, and villages, 8 interstate highways, and 3 international airports.

Trenton is known for its outstanding schools (Edgewood City and Madison Local School Districts), having a friendly casual small-town atmosphere, and a well-qualified and highly-trained government.

### **City Government**

Trenton operates under the council-manager form of government. The City Council consists of seven members elected at-large from the community to serve staggered four-year terms. Every two years, Council selects a Mayor and Vice Mayor from within their ranks.

The Council appoints the City Manager, Treasurer (Finance Director), Law Director, City Clerk, and members of various boards and commissions. The City Manager is responsible for appointment of all other employees of the City. Reporting to the City Manager are the Assistant City Manager (currently vacant), Assistant to the City Manager, Fire Chief, Chief of Police, IT Director, Economic Development Director, Planning and Zoning Administrator, and the Service Director.

The employees of the City of Trenton take pride in providing high-quality service at a very low cost. Trenton is committed to constantly improving the quality of life for our residents, businesses, and visitors.

### **The Department**

The Trenton Finance Department consists of 5 employees. The Department is staffed with a Treasurer (Finance Director), 1 Tax Commissioner, 3 Finance Clerks, 1 Finance and Tax Accountant (Vacant), and 1 Part-Time Income Tax Clerk (Vacant), and 1 Part-Time Tax Training and Special Projects Coordinator. Our Department provides services to over 13,000 residents, with an approximate land area of 4 square miles as well as internal services to the 40+ full-time and part-time employees.

The FY 2022 Operating Budget for the Finance Department is \$276,210. The City uses the Software Solutions (SSI) – Visual Intelligence Portfolio (VIP) financial system.

### **Needs and Expectations**

- Create a clear vision and goals for success for the organization; utilize the current strategic plan and build off of it to achieve desired outcomes.
- Have a strong understanding of and experience with technology and analytical-based decision-making.
- Assess the current organizational structure of the Finance Department to maximize its effectiveness and ensure opportunities for cross-training and staff development.
- Evaluate the existing financial software and evaluate opportunities to upgrade the system as well as ensuring other departmental software packages integrate with the financial and accounting system.
- Develop effective organizational leadership practices that provide good succession planning and professional development for the department.
- Ensure that the department is forward-looking and implementing best practices.
- Evaluate the City's current budget process and opportunities to increase education and engagement.
- Develop and enhance local, state, and federal partnerships.
- Develop and maintain effective working relationships with the City Manager, the Mayor and City Council, Department Heads, representatives of outside agencies, staff, and the public.
- Assess and develop strategies to ensure the City meets operational goals and objectives, while remaining in compliance with all laws, regulations, and standards.
- Manage and allocate government resources optimally.

### **The Position**



The Finance Director performs a variety of complex professional, managerial, and technical financial and accounting functions for the City. The Finance Director will also coordinate on assigned activities with other departments and outside agencies and provides highly responsive, agile and complex support to the City Manager and Department Directors. The Finance Director is responsible for oversight of all financial operations and compliance including, but not limited to, accounts payable,

compiling and administering the budget, asset accounting, cash management, debt management, investments, payroll, utility billing, and budget and financial forecasting.

### **The Ideal Candidate**

In addition to being ethical, well-qualified, and experienced, the next Finance Director must possess certain traits that will be essential for success:

- As a smaller department, the Finance Director must have strong hands-on administrative skills in addition to being a strong collaborator across the City departments to properly manage the Department's budget, personnel, and other administrative functions.

- The next Finance Director must be confident, yet humble, and have the knowledge and communication skills to comfortably discuss financial issues/aspects with anyone, including members of the community, members of various departments, the City Manager, and City Council. The community expects a creative, compassionate problem-solver who is committed to open and transparent communication.
- A genuine interest in coaching, mentoring, and developing people will be valuable.
- Strong collaboration and teamwork skills are needed to achieve success in smaller cities and Trenton has accomplished much in this manner. The next Finance Director will have a proven record of succeeding in this type of team environment.

### **Experience and Education**

- Minimum:
  - Possession of, or ability to obtain within six (6) months of appointment, and maintain a Valid Ohio Drivers' License.
  - Must be bondable;
  - Equivalent to a Bachelor's Degree from an accredited college or university in Accounting, Finance, Economics, Business or Public Administration, or a closely related field.
  - Significant progressively responsible work experience in finance and/or accounting (preferably in a municipal setting), including two (2) years of supervisory experience.
- Preferred:
  - Graduation from a college or university of recognized standing with a Master's Degree in Accounting, Finance, Economics, Business or Public Administration, or related field;
  - Certified Public Accountant (CPA) Designation.

### **Personal Characteristics and Traits**

As a key member of the City Manager's management team, it is extremely vital that the Finance Director be beyond reproach in his/her personal and professional behavior. As such, the Finance Director should possess the following traits and characteristics:

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| <ul style="list-style-type: none"> <li>▪ Integrity and commitment to ethics</li> <li>▪ Honesty</li> <li>▪ Loyalty</li> <li>▪ Upright moral presence</li> <li>▪ Approachability</li> <li>▪ Commitment to teamwork</li> <li>▪ Measured risk taker</li> <li>▪ Initiative</li> <li>▪ Interpersonal relations</li> <li>▪ Innovative in approach to issues</li> <li>▪ Self-assurance</li> <li>▪ High degree of common sense</li> </ul> | <ul style="list-style-type: none"> <li>▪ Sound judgment</li> <li>▪ Measured in approach to conflict</li> <li>▪ Positive Energy</li> <li>▪ Enthusiasm</li> <li>▪ Intelligence</li> <li>▪ Trustworthiness</li> <li>▪ Accountable for actions and decisions</li> <li>▪ Professional in appearance</li> <li>▪ Community service-oriented</li> <li>▪ A sense of humor</li> </ul> |
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### **Compensation and Benefits**

The salary for this position will range from \$83,429 to \$107,328 per year.

In addition, benefits are provided which include: Health and Dental Insurance, Life/Accident Insurance, Vacation Leave, Personal Leave, Sick Leave, Holidays, Longevity Pay (after 5 years), Compassionate Leave, and professional development opportunities.

### **Recruitment Process/Timeline**

All interested candidates should apply by 3:00 PM EST Friday, February 18, 2022 by submitting a compelling cover letter, comprehensive resume, references, and salary history to [sharon@trentonoh.gov](mailto:sharon@trentonoh.gov), please include “Trenton Finance Director Applicant” in the Subject Line of the e-mail or via mail: Trenton City Manager, 11 East State Street, Trenton, Ohio 45067

Deadline to Submit: (2-18-2022 by 3:00 PM EST)

Finance Director Search Committee Resume Review: (February 2022)

Phone/Zoom First Interview with Search Committee: (March 2022)

Phone/Zoom Second Interview with Search Committee: (March/April 2022)

Selection: Expected by April 2022

### **Resources and Additional Information**

City of Trenton, Ohio: <https://trentonoh.gov/>

Trenton Finance Department: <https://trentonoh.gov/164/Finance-Taxation>

***The City of Trenton is an equal employment opportunity/affirmative action employer. Women, minorities, and disabled persons are encouraged to apply for this exceptional career opportunity.***