



Finance Department Finance Manager

The **City of Lewes** is seeking applicants who are committed to public service excellence for the new, full-time position of Finance Manager.

The **Finance Manager** will maintain accounting records for the City, will serve in an advocacy role to the City Manager and Assistant City Manager regarding financial records, cash flow, and processes and procedures, and will supervise the day-to-day administrative and financial oversight of the City of Lewes. This position oversees the daily workflow of the accounting, administrative, and operation services, and the finance department. The Finance Manager will complete journal entries daily in the accounting program, assist in the preparation and presentation of all financial and budgetary matters including financial reports, operating and capital budgets, City investments, grant applications, and special projects as necessary. This position will work with the City's IT consultant and oversee the City's information technology function and implementation of cyber security measures. The Finance Manager will oversee the Finance Administrator and Customer Service Specialist and work with the Tax and Accounting Receivable Specialist. Minimum requirements include five (5) years related experience and working knowledge of accounting and financial principles, practices, and methods as applicable to a municipal setting. For the ideal candidate a four-year college degree in accounting, finance, business administration, public administration or a closely related field is required, and a Master of Business Administration is preferred. The starting salary is \$60,000 a year, negotiable subject to qualifications. Application deadline: August 12, 2022 at 4:00 pm.

This position is a year-round position working mostly Monday through Friday, 8 am – 4 pm and may include after-hours work as needed.

Employment is contingent upon a pre-employment drug screening and a personal and financial background check. For more information, please contact Shelby Shockley at 302-645-7777 ext. 107.

Applications are available at the City's website at www.ci.lewes.de.us and can be mailed to Lewes City Hall, PO Box 227, 114 E. Third Street, Lewes, DE 19958, or may be submitted via email to hr@ci.lewes.de.us.

The City of Lewes is an Equal Opportunity Employer.