

CITY OF BRECKSVILLE – ASSISTANT FINANCE DIRECTOR

This is a full-time appointed professional classification level position responsible for assisting the Finance Director with the fiscal affairs of the City with leeway for the exercise of independence and initiative. Responsibilities include assisting in the planning, organizing, administration, and supervision of the work of the Finance Department, performing a wide variety of professional level accounting, and work related to the financial reporting functions of the City and to ensure the accuracy of financial documents in accordance with city, state, and federal laws, and generally accepted accounting principles. The position requires a thorough knowledge of municipal financial practices and procedures, management and accounting practices and principles, of internal control objectives and techniques, ability to follow and/or prepare complex oral and written procedures, ability to use personal computer applications, above average interpersonal communication skills, skills and the abilities in written and oral communication sufficient to handle sensitive projects and problems, develop strong working relationships with diverse groups, and communicate technical concepts to lay persons. Graduation from an accredited college or university with a Bachelor's level degree in finance or accounting. Experience in financial operations with government, designation as Certified Public Accounting (CPA), or Master's in Business Administration (MBA) is preferred, but not required. A complete job description is available at http://brecksville.oh.us/City_Info/employment.html. Persons interested in the position should forward their resume to the Finance Department of the City of Brecksville, 9069 Brecksville Rd., Brecksville 44141 by January 2, 2018. Must include salary history and current salary requirements. No phone calls please.