



City of Cleveland Heights Finance Director

The Finance Director leads a department of five staff, manages a departmental budget of \$1.7M, and is responsible for providing leadership and administration, and for safeguarding the City's assets. The Director reports directly to the City Manager, is a member of the City's Senior Leadership Team, and interacts regularly with the City Council, residents, and businesses. The Finance Department oversees accounting, AP/AR, annual financial reporting, internal controls oversight, budgeting, forecasting, debt, investments, and grants. The Director works closely with the City Manager, Assistant City Manager, and other department directors in developing the City's budget and capital improvement program (CIP). The FY 2017 budget is \$78.6M and includes \$11.9M for capital projects. The City, which has an AA- Bond rating, has over 40 different funds and three special improvement districts. The Finance Director assists in collective bargaining negotiations, risk management activities, and is the Fiscal Agent for two separate organizations. The Director will manage the implementation of both a new ERP system and indirect cost allocation process. He or she will create and update financial management policies and conduct a fraud risk assessment.

Cleveland Heights operates under a Council-Manager form of government, which combines representative leadership through elected council members with the managerial experience of the city manager. Cleveland Heights City Council consists of seven members elected on an at-large basis for four-year terms. Council members choose from among themselves the mayor, who also serves as president of council. Council hires the city manager, approves the budget, sets the tax rate, and decides all policies resulting in programs implemented by the city manager and staff. The city manager coordinates the work of department heads and other employees, helping to ensure the smooth and efficient delivery of services.

Minimum requirements for this position are a bachelor's degree in public administration, finance, or related degree, and local government budget/finance experience with at least 3 years of management/supervisory experience.

The expected salary range is \$90,000-105,000, with an excellent benefit package.

Applications will be accepted electronically by The Novak Consulting Group at thenovakconsultinggroup.com/jobs. Applicants complete a brief online form and then are asked to provide a single document (Word or PDF) that includes a cover letter, resume, salary history, and a list of 3-5 professional references. **Open until filled with first review of applications March 13, 2017.** All applications are subject to Ohio public information laws but will not be released without notice to candidates.

Questions should be directed to apply@thenovakconsultinggroup.com or 513-221-0500.