

JOB TITLE: Assistant Director of Finance

REPORTS TO: Director of Finance

Under the direction of the Director of Finance, this position will perform accounting and budgeting work in the preparation and maintenance of complex financial records; does related work as required.

IDEAL CANDIDATE PROFILE:

- Bachelor's Degree in Accounting, Finance, Business or closely related field of study from an accredited college or university.
- Minimum of three years of progressively responsible related experience. Local government financial experience preferred.
- Comprehension of GAAP accounting and reporting is required.
- Governmental accounting experience is required.
- Successful supervisory experience is required.
- Budget analysis and management experience a plus.
- Understanding of ongoing banking and treasury operations preferred.
- Ability to understand financial principles is required.
- Ability to establish and maintain working relationships with colleagues.
- Ability to meet deadlines.
- Knowledge of Microsoft Office.

JOB SUMMARY

- Assists in the preparation of the Comprehensive Annual Financial Report (CAFR).
- Lead contact for the City's financial auditors.
- Approves purchase orders with an emphasis on the legality and availability of funds.
- Assists in the budget preparation for the budget of the Finance Department.
- Performs budget analysis of various departments and funds of the City as requested by the Director of Finance.
- Reconciles the City's various bank accounts and credit card activities to the City's general ledger.
- Performs the City's daily banking functions.
- Reviews and approves the bi-weekly payroll journal entries.
- Manages and supervises the accounts receivable, accounts payable, cash management and general accounting activities of the Department.
- Participates in the financial forecasting of the City's general and major operating funds.
- Supervises the Treasury Window and assists in the processing as needed.
- Processes the department's bi-weekly timesheets through Kronos.
- Assists the Director of Finance in debt management and the issuance of new debt in relation to the City's Capital Improvement Program.
- Performs monthly and year end closing procedures.
- Assists in the preparation of the annual 1099 forms.
- Approves and manages reimbursement requests from various departments.
- Fills in for the Director of Finance as needed.
- Assists the Director of Finance in managing the City's investment portfolio.
- Prepares monthly journal entries and wire transfers.
- Assists the Director of Finance in developing and administering departmental and financial policies to ensure objectives are being satisfied.
- Trains and evaluates personnel within the department.
- Provides assistance to other departments and personnel as needed.

- Assists the Director of Finance in the renewal of special assessments.
- Prepares financial documents for the Director of Finance as needed.
- Assists in supervision of Finance Department staff
- Acts as Records Custodian of the Finance Department files.
- Demonstrates a commitment in excellence to the public and departments of the City.
- Other duties as assigned.

Status: Permanent, Full-Time

Hiring Range: \$65,000-\$80,000

Date Posted: February 23, 2016

Closing Date: Open until filled

Applications are available at <http://www.clevelandheights.com>

Submission of an application, resume and cover letter are required for full consideration.

APPLICATION PACKETS ACCEPTED: HUMAN RESOURCE OFFICE

Cleveland Heights City Hall

Attn: Human Resources

40 Severance Circle, Cleveland Heights, OH 44118

Or E-mail Complete Application Packet to mharris@clvhts.com

AN EQUAL OPPORTUNITY EMPLOYER