

**CITY OF SOLON  
POSITION ANNOUNCEMENT**

<b>FINANCE DEPARTMENT ASSISTANT DIRECTOR OF FINANCE</b>
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The City of Solon is seeking an Assistant Director of Finance. Responsibilities include financial reporting, daily operations and managerial duties under the Director of Finance. The Assistant Director of Finance is expected to bring a customer service and collaborative approach with an ability to look at issues in a creative way.

Required skills:

- Proficient in the preparation and review of monthly financial statements including monthly journal entries, financial reports, bank reconciliations, and the ongoing refinement of these processes
- Knowledge of procurement policy and procedures including coordination and implementation of purchasing, competitive bidding and RFP's
- Expertise with business process design in conjunction with financial information and reporting systems including the development and maintenance of various fiscal policies and internal controls
- Thorough knowledge of the principles and practices of municipal budgeting and governmental accounting, GAAP and GASB is required
- Excellent communicator who can interact effectively with City Departments via written and oral communications

Qualified candidates must also have a Bachelor's degree in Accounting, Finance or a related field plus five (5) years of related work experience; a CPA is preferred. A Master's degree in a relevant field may substitute for one (1) year of the required five (5) years of work experience.

This position is non-Civil Service and slotted at Grade K on Solon's wage scale which offers a beginning salary range of \$56,847.35 to \$85,271.03. The successful candidate will be slotted based on their experience and qualifications. Benefits for this position include medical, prescription, vision and dental insurance; City-paid life insurance policy; vacation time, personal days and sick leave; participation in the Ohio Public Employees Retirement System (OPERS); and the opportunity to maintain a deferred compensation account.

Applicants must complete and submit an application along with a letter of interest and resume online by **Wednesday, February 1, 2017** by visiting the City of Solon website at <http://solonohio.org/jobs.aspx>. Click on "Apply Online" or visit the Human Resources webpage for more information.

The City of Solon is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability, or military/veteran status in employment or provision of services. Individuals applying and requiring special accommodations regarding disabilities should contact the Human Resources Department.

**Date Posted:** Thursday, January 19, 2017