



# City of University Heights

## Career Opportunity Announcement

### Finance Director

**LOCATION:** City Hall  
2300 Warrensville Center Road  
University Heights, Ohio 44118

**REPORTS TO:** Mayor  
**DEPARTMENT:** Administration  
**SALARY:** Commensurate with experience

#### **POSITION SUMMARY:**

The Finance Director is a full-time employee responsible for the operations of the Finance Department and for the financial well-being of the city.

#### **DUTIES AND RESPONSIBILITIES:**

- The Finance Director reports directly to the Mayor and has primary responsibility for the finance functions of the City including accounting, reporting, auditing, treasury functions, and payroll.
- The Finance Director oversees the day-to-day operations of the Finance Department including supervision of staff, maintenance of accounting systems, and development of policies and procedures; also serves as Tax Administrator.
- The Finance Director serves as a financial advisor to the Mayor and to City Council, and provides necessary reports and analysis to assist their decision making.
- The Finance Director is responsible for: (1) preparing and administering the City's annual budget, including operating and capital budgets for each department; (2) assisting City Departments in monitoring budget performance; (3) prepare monthly and year-end financial reports and budget performance reports for Mayor, Finance Committee, and City Council; (4) prepare financial analysis and reports as requested by the Mayor, Finance Committee, and City Council; (5) assist residents and businesses with questions regarding income tax and property tax; and (6) maintain compliance with all Federal, State, County, City compliance requirements; (7) maintain insurance and personnel records, and city contracts; (8) serves as administrator for health care programs for all employees, and monitors and administers employee benefits; (9) monitoring city investments.
- The Finance Director attends all City Council meetings and Finance Committee meetings.
- Performs other related duties as required and as assigned by the Mayor.

#### **MINIMUM REQUIREMENTS:**

- Bachelor's Degree in finance or accounting; MBA or designation as a CPA is preferred.
- Previous governmental accounting experience and a comprehensive knowledge of current governmental accounting principles and practices is essential.

#### **SKILLS REQUIRED:**

- The successful candidate must possess initiative, strong leadership, good management and interpersonal skills, effective written and oral communication skills, and the ability to work well with the public and other staff.

#### **COMPENSATION:**

- University Heights offers competitive salaries with benefits.
- Salary range for this position is dependent upon experience.

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**TO MAKE APPLICATION:**

Submit a cover letter and current resume, together with salary history and salary requirements, to:

City of University Heights, Office of the Mayor  
2300 Warrensville Center Road  
University Heights, Ohio 44118  
[mayor@universityheights.com](mailto:mayor@universityheights.com)

No phone calls please. Applications accepted until position is filled.

**The City of University Heights is an Equal Opportunity Employer.**  
Visit our website: [www.universityheights.com](http://www.universityheights.com)