



City of Richmond Heights
26789 Highland Road
Richmond Heights, Ohio 44143

Position: Finance Director
Reports to: Mayor of Richmond Heights
Department: Finance Department
Classification: Full-time; salaried; exempt
Salary: \$68,316 - \$113,859
Hours: Regular business hours; overtime as needed or directed

Job Summary:

The City of Richmond Heights is looking for an experienced Finance Director to lead the day-to-day financial functions which includes budget development and preparation of annual GAAP financial statements. This position develops and oversees the policies and operations of the Finance Department, as well as ensure compliance, leads and plans the day-to-day operation of the City's finance department.

The Finance Director is responsible for payroll, accounts payable, accounts receivable, as well as the monitoring of budgets and grants. This position will ensure the accuracy and quality in all reports and financial documents while adhering to strict general accounting principles.

Duties/Responsibilities:

- Under the guidance of the Mayor, plans, organizes, and coordinates the budgeting and financial planning for the city.
- Administers the city budget, payroll, accounts payable, certain accounts receivable, grants and accounting systems.
- Manages the cash flow according to the City's ordinances, charter, policies, and procedures.
- Develops and oversees policies and procedures while engaging general accepted accounting practices.
- Analyzes and presents financial reports.
- Audits and supervises audits of City records and funds.
- Compiles information for auditors.
- Prepares the annual budget; works with the City leadership in preparing their budgets.
- Attends meeting including council related meetings, commissions and community organizations.
- Creates appropriate tools for tracking and distribution of funds.
- Manages research, analysis and data gathering for developing special reports.
- Collaborates in union negotiations and health plan renewals.
- Maintains financial records.
- Establish working relationships with staff, public and city departments.



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- Performs systems analysis.
- Supervises and reviews payroll reports to ensure accuracy of information and compliance with Personnel Policies and Procedures and various union contracts. Notifies management personnel of any discrepancies and assists with corrective actions needed.
- Maintains the inventory control system for the City. Maintains contact with property/casualty insurance carrier to update addition/deletion of City property and process claims for reimbursement.
- Maintains contract files for all active City contracts and leases. Ensures that contracts are properly executed. Maintains prevailing wage records for City projects. Drives compliance with State prevailing wage laws.
- Monitors income tax collection by contracted agency. Refers new residents, businesses, and contractors for collection. Administrates the process regarding delinquent taxes.
- Coordinates payment of current debt service obligations for the City. Compiles data needed for the issuance of new debt.
- Prepares the annual budget schedule and the budget document. Estimates municipal revenues for all categories and accounts. Compiles departmental requests for presentation to the Mayor and City Council. Aids other departments with the preparation of worksheets and supporting documentations.
- All other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software, and accounting software.

Education and Experience:

- A bachelor's degree in Accounting or Finance is required. MBA is a plus. Previous experience as an Assistant Finance or Finance Director.
- Seven (7) years municipal finance experience, or equivalent.
- Knowledge of Municipal Government and/or Fund Accounting principles and practices, Accounts Receivable/Payable, Auditing, and General Ledger.
- CPA and/or MBA preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.



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- Knowledge of generally accepted accounting principals (GAAP), basic accounting, budgeting, auditing, finance, purchasing, payroll practices and procedures.
- Must be eligible to be bonded by the City.
- Minimum of 2 years of supervisory experience.
- Proficiency in spreadsheets and financial systems. Experienced with utilizing accounting software such as, City Force, Software Solutions Inc. (VIP financial software) highly desirable.
- Very high degree of skill with Excel software and all other Microsoft Office packages.
- Excellent communication/presentation skills.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Benefits:

- Comprehensive benefits package includes group medical health insurance.
- Paid vacation, company, and discretionary holidays as well as the opportunity to participate in a 401(K) plan.

The City of Richmond Heights is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

If you are interested, please complete the application located on our website. Please e-mail that application, resume, and a cover letter to: hr.department@richmondheightsohio.org.