



City of Mayfield Heights

JOB POSTING

Department	Finance
Location	Finance Department, City Hall
Job Title	Assistant Director of Finance
Reports to	Director of Finance
Status	Full-Time, Exempt
Bargaining Unit	Excluded
Pay Range	\$91,971.42 - \$117,029.15

The City of Mayfield Heights is accepting resumes for the position of Assistant Director of Finance.

General Responsibilities

Under the general supervision of the Director of Finance, this position supports the consistent and smooth implementation of operational procedures. The Assistant Director supports the Director in all their duties and effectively carries out assigned responsibilities. The Assistant Director will assist in continuing to develop and expand the functionality of the financial software and become the point person in the Finance Department for the software. The Assistant Director will develop and implement internal controls for safeguarding cash and other assets of the City in all departments.

Qualifications

Bachelor's degree from an accredited four-year college or university in accounting, finance, or related field and four (4) years of progressively responsible experience, including managerial responsibilities or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Skill in Tyler ERP, formerly MUNIS, preferred.

Licensure or Certifications

Certified Public Account Licensure is preferred.
Certificate from Ohio Treasurer's Center for Public Investment, or the ability to be eligible for the certification.

How to Apply

Resumes will be accepted through November 16, 2023. Qualified applicants should send a resume to the City of Mayfield Heights, 6154 Mayfield Road, Mayfield Heights, Ohio 44124, Attn: Human Resources Manager or email to ra@mayfieldheightsohio.gov and complete the online job application at www.mayfieldheightsohio.gov. No phone calls. Qualified applicants only, please.

The City of Mayfield Heights is an Equal Opportunity Employer.