



City of Cleveland Heights Finance Director

SALARY	\$43.27 - \$55.29 Hourly \$90,000.00 - \$115,000.00 Annually	LOCATION	Ohio 44118, OH
JOB TYPE	Full Time	JOB NUMBER	2024
DEPARTMENT	Finance Department	OPENING DATE	12/27/2023

Description

Incumbent will be the chief Financial Officer for the City of Cleveland Heights. Incumbent is responsible for providing oversight and direction for all internal financial operations; oversee accounting, AP/AR, payroll, purchasing, annual financial reporting, audits; internal controls, revenue collections, budgeting, forecasting debt management, fixed assets, investments and grants, and serves as a liaison with outside agencies. The Incumbent is directly involved in policy making; have resource responsibilities; and are responsible for conducting and managing special projects. The Director works closely with the Mayor, City Administrator, and other department directors in developing the City's budget and capital improvement program (CIP). The Incumbent will also be responsible for oversight of the Human Resources functions of the City of Cleveland Heights.

Examples of Duties

ESSENTIAL DUTIES & RESPONSIBILITIES:

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Administer and supervise the finance operations of the City of Cleveland Heights
- Strengthening and enhancing the Department's core services through innovation and the implementation of best and next practices
- Direct, review, interpret, and analyze a variety of information, data, and reports, work papers, communications, schedules, and/or statements to and from internal departments, external agencies, and/or other applicable organizations in accordance with Generally Accepted Governmental Accounting Standards and makes recommendations and presentations based on findings
- Provide guidance and assistance in the resolution of difficult financial issues; interpret and resolve problems identified by the Mayor, City Administrator, staff, auditors or other departments; and research and analyze information and financial reports, summaries, statistical data, findings and recommendations
- Oversee and participate in the analysis of information; identify issues and discrepancies; conduct needs analysis; project consequences of proposed actions; formulate recommendations based on findings; implement priorities, work processes, and procedures; and/or, train individuals on established or modified organizational practices and/or procedures
- Manage citywide accounting processes and prepare or direct the preparation of monthly or periodic reports (i.e. bank and payroll accrual account reconciliations)
- Direct the preparation of the Comprehensive Annual Financial Report (CAFR), and annual audit of financial statements, ensuring compliance with applicable laws, regulations and audit requirements
- Direct the development of division policies and procedures for the Finance Department

- Supervise and train staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; making hiring, termination, and disciplinary recommendations
- Direct the activities of the department to include overseeing the development and administration of policies, procedures, programs, goals and objectives
- Review departmental operations to determine the efficiency and effectiveness of services and/or programs
- Assist with administering and monitoring departmental budgets, including allocating resources and approving expenditures
- Coordinate activities with other agencies, internal departments, and/or other applicable parties
- Develop and maintain short and long-term strategic planning processes and coordinate departmental efforts
- Develop strong working relationships with Department Heads and help them to budget more efficiently and effectively. Assisting them with alternative funding sources or areas where budget dollars can be stretched for maximum efficiencies
- Create a culture within the department that lends itself to team building within the department and collaboration with other departments as well as outside agencies
- Perform other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES:

Exercises supervision of all personnel in the Finance Department.

Typical Qualifications

QUALIFICATIONS:

Knowledge of:

- Development and administration of governmental budgets (particularly municipal budgets)
- Applicable theories and principles related to government finance
- Advanced principles and practices of governmental accounting (GFOA, GASB)
- Principles, practices and methods of municipal finance and debt management
- Advanced principles and practices of governmental budgeting (GFOA)
- Applicable federal, state, and local laws, rules, and regulations governing government finance
- Management principles
- Public administration and governmental operations
- Strategy development principles and procedures
- Program development and administration principles and practices
- Project management principles
- Conflict mediation principles
- Research methods
- Program/project management principles and techniques
- Performance measurement strategies
- Computer and related software applications

Ability to:

- Analyze complex financial information
- Analyze and develop policies and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Manage the budget process for the City of Cleveland Heights and guide each of the departments through the process
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Monitor and evaluate employees
- Prioritize and assign work
- Provide leadership
- Manage projects
- Manage multiple priorities simultaneously
- Speak in public

- Ensure compliance with applicable laws, rules, and regulations
- Interpret and apply applicable laws, rules, and regulations
- Resolve conflict
- Manage change and sensitive topics
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Supervise, train, and develop employees effectively
- Conduct complex research projects and present findings

EDUCATION AND/OR EXPERIENCE:

A bachelor's degree in finance, public policy, public administration, business or closely related field from an accredited college or university. A CPA and/or master's degree is a plus. At least seven years of progressively responsible experience in executive level financial administration with a portion of that experience in the public sector or the equivalent combination of education and experience, is desired. Experience in a larger community at the assistant department head level will also be considered.

The successful candidate will have strong oral and written skills, budget development and administration experience, and the ability to plan, organize, coordinate and supervise the operations of the department. Skilled in budgeting and public finance with the ability to work effectively with elected and appointed officials who have varying degrees of public finance knowledge is also important. The successful candidate must also be:

- A motivating, empathetic and transformational leader who can build cross-organizational relationships.
- Be committed to the delivery of high-quality municipal services in a cost-effective manner and be innovative and creative in pursuit of that goal.
- An experienced manager who can relate to the team and assess and elevate their talents.
- Interpersonally skilled to build collaborative, effective relationships within and among finance staff and across departments.
- Have management experience in creating an environment of trust, integrity and mentorship where employees respect one another and where the department consistently functions at a high level of customer service.
- Have familiarity with systems and metrics which measure the success and effectiveness of departmental programs. Have a demonstrated ability to provide strategic leadership and long-range planning practices.
- Have experience in setting high standards of performance, productivity and initiative by departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.
- Be computer literate and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information to citizens



Supplemental Information

CERTIFICATION/ LICENSURE:

Must have at the time of hire and be able to maintain a valid driver license.

PHYSICAL DEMANDS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

City of Cleveland Heights

40 Severance Circle

Cleveland Heights, Ohio, 44118

Website

<http://www.clevelandheights.com/>