

CITY OF BRECKSVILLE
Job Description

Job Title: Assistant Director of Finance
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Approved Date: April 14, 2025
Current Salary Range: \$55,000 – \$101,000 (depending upon qualifications)

HOW TO APPLY

Resumes must be submitted by email to the Human Resources Department via email to nalempijevic@brecksville.oh.us. Please reference in the subject line: Assistant Director of Finance. Position will remain open until filled.

JOB SUMMARY

Assists in the planning, organizing, administration, and supervision of the work of the Finance Department, develops and installs accounting systems and procedures, and performs a wide variety of professional level accounting, and work related to the financial reporting functions of the City.

CLASS CHARACTERISTICS

This is a full-time appointed professional classification level that is responsible for assisting the Finance Director with the fiscal affairs of the City. The work is performed under the direct supervision of the Finance Director, but leeway is granted for the exercise of independence and initiative.

ESSENTIAL FUNCTIONS

Key responsibilities for the position include:

- Assist the Finance Director in carrying out the functional and operation responsibilities of the department in accordance with sound accounting and financial management principles.
- Ensure the accuracy of financial documents in accordance with city, state, and federal laws, and generally accepted accounting principles.
- Assist in the preparation of financial reports requested by City Council, Mayor, and other stakeholders.
- Assist in maintaining City portfolio, including purchase and sale of investments.
- Assist in monitoring debt and preparing annual information filing.
- Track construction projects including payments and receipts of external funding.
- Monitor and evaluate economic development compliance reporting.
- Assist in the preparation of annual budget and transfer ordinances.
- Reconcile City bank accounts on monthly basis.
- Balance monthly reports and prepare statements for month-end and year-end closings.
- Prepare quarterly financial analysis statements.
- Serves as a liaison with the Office of the State Auditor and City staff in order to ensure accurate and consistent data gathering for the annual audit process.
- Assist with and assemble reports for the Annual Comprehensive Financial Report (ACFR).
- Assist with generation and maintenance of City policies and procedures.
- Monitor City grants and prepare necessary reports.
- Perform internal audits as assigned and prepare reports outlining findings and make

recommendations accordingly.

- Use and monitor on-line banking systems and maintain professional relationships with bank representatives.
- Record monies received by the Finance Department from internal and external sources.
- Backup for processing bi-weekly and monthly payrolls and all related payroll taxes, pension plans, and other benefit or deduction payments.
- Acts for the Finance Director during absences and as directed, performs other duties as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate will have:

- Thorough knowledge of municipal financial practices and procedures, knowledge of rules and regulations governing financial management, preferably within Ohio, Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and the Ohio Revised Code as applied to municipal finance.
- Thorough knowledge of internal control objectives and techniques.
- Ability to follow and/or prepare complex oral and written procedures.
- Working knowledge of automated accounting systems and technology.
- Above average interpersonal communication skills, skills and abilities in written and oral communication sufficient to handle sensitive projects and problems.
- Capability to develop strong working relationships with diverse groups.
- Skill and desire to communicate technical concepts to untrained persons.
- Ability to maintain strict confidentiality in performing the duties and demonstrate sound work ethics, respectfulness, and flexibility.

PHYSICAL DEMANDS

Typically sit at desk or table, regularly walk, stand or stoop, occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds, regularly use tools or equipment requiring a high degree of dexterity, and work for sustained periods of time maintaining concentrated attention to detail.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is performed in an office setting or other environmentally controlled room and work occasionally exposes incumbent to angry or otherwise upset individuals.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's level degree in finance, accounting, or related field. Experience in financial operations with government, designation as Certified Government Financial Manager (CGFM) and/or Certified Public Finance Officer (CPFO) is preferred, but not required.

MISCELLANEOUS

This description lists the major duties and requirements to the job and is not all-inclusive. Incumbent

may be expected to perform job related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. EOE