

City of Bedford, Ohio
Assistant Finance Director
Immediate Opening

The City of Bedford, a southeast suburb of Cleveland, Ohio located in Cuyahoga County, is five square miles and has a population of just over 13,000. The City of Bedford is mostly residential and is also home to the Bedford City School District and many businesses, including the Bedford Automile. The City is actively working to bring in new business through its economic development priorities. The City has the following departments to serve the local community: police, fire, building, parks and recreation, public service, water and sewer, tax, finance and a municipal court. The City is seeking an Assistant Finance Director to join its finance team and City administration.

POSITION SUMMARY:

The Assistant Finance Director position assists the Finance Director in the operational and managerial activities of the City's Finance Department. This position works independently, under limited supervision, reporting major activities to the Finance Director through periodic meetings. Provides general and technical assistance to the Accounts Payable Clerk, Payroll Officer, Finance Administrative Assistant and Tax Collector. Available to assume the duties of the Finance Director in his or her absence. See the detailed job description on our website: <http://www.bedfordoh.gov/employment-opportunities>

BENEFITS:

Includes Ohio Public Employees Retirement System (OPERS) retirement benefits; time off benefits such as vacation, personal, compensatory, sick; excellent medical, dental, vision and life insurance, and employer supported work-life balance.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or a closely related field and four (4) years or more of full-time governmental accounting experience OR an equivalent combination of education, training and experience. Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

DESIRED QUALIFICATIONS:

- Certified Public Finance Officer (CPFO)
- Certified Public Accountant (CPA)
- Experience with Software Solutions Inc, VIP Finance Software

Minimum salary starts at \$80,000 depending upon experience.

Please send a resume with cover letter to Jennifer Howland, Finance Director at jhowland@bedfordoh.gov. Applications will be reviewed as they are received and position can be filled at any time.

The City of Bedford is an Equal Opportunity Employer