



CITY OF BROOK PARK JOB POSTING

Assistant Director of Finance

Location: 6161 Engle Road, Brook Park, OH 44142

Hours: Monday-Friday, 8:30 AM-4:30 PM and meetings as directed by Finance Director

Annual Wages: \$81,819 - \$97,162

Equal Opportunity Employer

General Purpose: Performs administrative and technical accounting work in maintaining the finances of the city. Shall perform duties as assigned by the Finance Director in carrying out the provisions of the Charter. In the absence of the Director of Finance, the Assistant Director of Finance shall perform the duties of the Director. Works under the broad policy guidance and direction of the director. Serves at the pleasure of the Director of Finance.

Job Responsibilities:

- Supervises and assigns duties as needed to audit clerks and other related positions.
- Manages operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains staff when needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, council members, etc...
- Communicates plans, policies and procedures to staff and the public.
- Performs or assists co-workers in performing duties.
- Prepares monthly periodic reports for Council, and Department Directors. Uploads reports to City Website.
- Reviews bank accounts and ascertains accuracy of city balances.
- Reconciles bank receipts with daily deposit. Performs monthly Bank Reconciliations.
- Assists employees with purchase requisition questions and concerns over the phone or in person.
- Transfers money into various investments; determine which funds will help the city best use their funds; allocates money into various accounts and helps the director with the Budget and Annual Reports.

Qualifications and Skills:

- Graduation from an accredited four-year college or university with a degree in accounting, business management, finance; and
- A minimum of two (2) years experience in governmental, public or corporate accounting.
- Working knowledge of computers, Microsoft Office, accounting principles, laws and practices, auditing, internal control procedures, bookkeeping and accounting procedures.

Contact: Charles Rednour, Personnel

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