



## **Assistant Finance Director**

The City of Bay Village is currently hiring for a full-time Assistant Finance Director. We are seeking an experienced finance professional for this exempt level position that is located onsite at Bay Village City Hall.

Reporting to the Finance Director this position is responsible for performing substantive accounting and financial management duties to maintain the integrity of all accounting records and reports of the City through a strong internal accounting control environment, adhering to applicable accounting rules and regulations and ensuring all local, state and federal laws applicable to the finances of municipalities are followed. Provides technical assistance and oversight to employees involved with accounting and fiscal management functions.

Requirements: Bachelor's Degree in Accounting, Finance or Business Administration, plus 5 years of public sector finance experience and knowledge to sufficiently perform the essential functions of the job or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Responsible for most functions associated with the general operation of a Finance Department including but not limited to payroll, accounts receivable and accounts payable.

The salary range for this position is \$67,575 to \$97,304 annualized.

The complete job description and information on how to apply can be found on our website:

<https://www.cityofbayvillage.com/157/Human-Resources>

Applications will be accepted until the position is filled.

The City of Bay Village is an Equal Opportunity Employer

The City of Bay Village is a drug-free workplace.

**Please note, effective August 15, 2012, the City of Bay Village will no longer hire individuals who use tobacco products into full-time positions.**