

Assistant Finance Director

The City of Broadview Heights has an immediate opening for a full time Assistant Finance Director to assist in providing effective, efficient and accurate financial and administrative operations in our City Finance Department. We offer a competitive salary, excellent medical, dental and vision coverage, participation in the Ohio Public Employees Retirement System, and a great work environment with work-life balance, generous paid time off, and free membership in our on-site fitness center.

As the Assistant Finance Director, you would utilize the City's financial software, working closely with the Finance Director to ensure accurate record keeping and account reconciliation, excellent customer service, and timely reporting to the Mayor, City Council, Administration and other stakeholders. This position requires attention to detail, a high degree of accuracy, the ability to work closely with others, and a willingness to be directly involved in the day-to-day work of the department.

Duties and Responsibilities

- Maintain the City's banking relationships, including making deposits and reviewing activity, reconciling accounts and credit card activity, transferring funds, and reviewing account analysis.
- Maintain records for Fixed Assets, Unclaimed Funds, Investments, deposits and allocations of earnings.
- Work with Director on year-end close, tax filings, and the annual tax budget and appropriation ordinance.
- Prepare all appropriation ordinance amendments for Council and records all changes to appropriations to ensure accounts remain within available resources.
- Supervise the City's Utility Billing processes.
- Maintain accurate records of Special Assessments, allocate tax advances, settlements and rollbacks, and track awards of grants and contracts to ensure receipt of funds.
- Administer the City's General Liability and Property and Casualty Insurance program.

Qualifications

- Bachelor's degree in Accounting, Business Management or Finance is required. An advanced degree and/or CPA is a plus.
- Proficiency in Microsoft Office and financial software applications.
- Ability to plan, organize, schedule and prioritize work to meet deadlines.
- Analytic and problem-solving skills, attention to detail and accuracy, and independent judgment.
- Excellent interpersonal skills to answer inquiries from the public and maintain effective working relationships.
- Possession of a high degree of integrity including the ability to maintain confidentiality and work with sensitive information.

Interested? Apply on our website, (broadview-heights.org, under Job Opportunities, under Categories select Full-time, under job click on Full Description, then click on Apply Here at top of description) with your resume and a cover letter stating your salary expectations.