

CITY OF EUCLID JOB POSTING

Job Title: Director of Finance
Department: Mayor's Office
Status: A. Unclassified B. Exempt

Job Summary: As the Chief Fiscal Officer of the City, the Director of Finance organizes and manages all financial activities for the City of Euclid. Reporting directly to the Mayor, the Director is the custodian of all public money of the City and serves both the Mayor and City Council as the financial advisor in municipal affairs. The Director of Finance manages finance, payroll, IT, and tax staff, and designs processes to ensure efficient service, fiscal operation, compliance, and recordkeeping.

Duties include:

- Manage internal operations, and the financial administration processes throughout City departments.
- Hire, lead, and effectively develop and manage departmental staff.
- Responsible for implementing, updating and maintaining Departmental Standard Operating Procedures.
- Ensuring compliance with Ohio Revised Code, GASB, and all other applicable standards.
- Examining and auditing the accounts of all officers, employees, and departments.
- Developing, presenting, and managing budgets.
- Overseeing the preparation of the City's Comprehensive Annual Financial Report (ACFR).
- Monitoring and analyzing all City appropriations.
- Managing the City's investment and debt portfolios.
- Managing the collection of city income tax, garbage, and lighting fees, and other monies owed to the City;
- Overseeing the procurement, management, and maintenance of the City's property assets, including the analysis and approval processes.

Requirements:

- BBA degree or Bachelor's degree in Accounting/Finance
- In-depth knowledge of government and fund accounting;
- Proven, management-level experience in the direction of a public agency or function;
- Excellent communication skills with a strong customer service approach;
- Project management ability, including budgeting, coordination, compliance, and problem resolution;
- Must be able to be bonded.
- Maintain confidentiality on Department affairs.
- Interact effectively with all stakeholders, attending City Council meetings to present budgets, and activity reports, address open issues, and describe plans for future work.
- In accordance with Board of Control guidelines, the Director serves as the Secretary to the Board, as well as to the Records Commission.
- This position exercises considerable initiative and independent judgment. Strong interpersonal, management, and communication skills are essential.

Work Environment: Office. Sedentary work: exerting negligible force; occasional walking and standing. Physical activity: Climbing, stooping, kneeling, pushing, pulling, lifting, grasping. Perform substantial repetitive motions of the wrists, fingers, and hands.

Full Time, Monday – Friday, 8:30 am – 4:30 pm, Evening Meetings
Grade 2 Pay Range: \$93,080.00 – \$139,640.00, Comprehensive Benefits

Recruitment will close when we have received a sufficient number of qualified applications.

Apply on-line by submitting your cover letter and resume to jobs@cityofeuclid.com. In your cover letter or resume, please describe your experience as it relates to the minimum qualifications stated above, including experience in public finance or a related operation; the number and types of employees supervised; size of operating and capital budget for which you are responsible; and experience working with unionized employees. Also describe any professional licenses, certifications and designations relevant to the position.

It is the policy of the City of Euclid to seek and employ the best qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner that will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.