



City of Cleveland Heights Finance Director

SALARY	\$51.64 - \$72.30 Hourly \$107,411.00 - \$150,376.00 Annually	LOCATION	Ohio 44118, OH
JOB TYPE	Full Time	JOB NUMBER	1023
DEPARTMENT	Finance Department	OPENING DATE	10/28/2025

Description

SUMMARY: Responsible and accountable for directing the Finance Department, personnel, payroll, budget, and all financial resources. Responsibilities include: making recommendations to the Mayor and City Council; developing and implementing policy initiatives; setting the tone, climate and vision for the department; ensuring compliance with statutory responsibilities and directives. The Director works closely with the Mayor, City Administrator, and other department directors in developing the City's budget and capital improvement program (CIP).

Examples of Duties

ESSENTIAL DUTIES & RESPONSIBILITIES:

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Provide leadership for the City's Finance Department and the City organization on all financial matters including but not limited to collective bargaining negotiations, risk management activities, and managing a \$130 million budget
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations
- Ensure that the City is compliant with annual audits and that strong internal controls are in place within the Department as well as with other departments where appropriate and ensure that the City is current on bank reconciliations and addressing any discrepancies.
- Develops, implements, and evaluates departmental policies, procedures, strategies and goals; maintains, updates, and ensures procedural compliance with programs
- Provides advice in area of expertise to City officials, City Council, and management teams; and gives related presentations
- The ability to introduce new technology or make improvements to existing technology that allows personnel to better perform their functions.
- Responsible for strengthening and enhancing the Department's core services through innovation and the implementation of best practices
- The ability to cross-train employees within the department to create greater efficiencies

- Create a culture within the department that yields itself to team building within the department and collaboration with other departments as well as outside agencies.
- Develop a strong working relationship with Department Heads and aid them to budget more efficiently and effectively.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department and City at meetings and conferences; and serves as a liaison between departments, external organizations, the general public, and other agencies
- Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets, as well as monitors revenues and expenditures
- Directs the collection and activities of cash receipting
- Directs investments and banking activities
- Directs borrowing and debt issuance activities
- Directs revenue, rate setting, and related operations
- Performs the essential functions as described in the physical demands and work environment sections below
- Serves as the liaison to the Clerk of Courts.
- Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES:

Exercises supervision of personnel in related area of responsibility.

Typical Qualifications

QUALIFICATIONS:

Knowledge of:

- Advanced principles, practices, and methods of municipal, finance, accounting, budgeting, and debt management (GFOA, GASB)
- Applicable federal, state, and local laws, rules, and regulations
- Public administration and governmental operations
- Management principles
- Strategy development principles and procedures
- Program/project development and administration principles and practices
- Project management principles
- Conflict mediation principles
- Research methods
- Performance measurement

Skill in:

- Budget development and administration
- Finance and accounting software applications

Ability to:

- Monitor and evaluate employees
- Prioritize and assign work
- Provide leadership
- Manage projects
- Manage multiple priorities simultaneously
- Speak in public
- Analyze and develop policies and procedures
- Ensure compliance with applicable laws, rules, and regulations
- Interpret and apply applicable laws, rules, and regulations
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Resolve conflict
- Manage change and sensitive topics
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Supervise, train, and develop employees effectively
- Reconcile bank and payroll accrual accounts
- Analyze complex financial information
- Conduct complex research projects and present findings

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in Accounting, Finance or Business; eight years professional experience in accounting, auditing, or a closely related activity, and five years of progressively responsible management experience directly related to the area assigned; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATION/ LICENSURE:

Must have at the time of hire and be able to maintain a valid Ohio driver license.

Supplemental Information

ADDITIONAL INFORMATION:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOURS OF WORK

The normal work schedule is Monday through Friday, 8:30 AM – 5:00 PM (40 hours per week). The position requires reporting to City Hall.

PHYSICAL DEMANDS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

The City of Cleveland Heights is an equal opportunity employer (EOE) committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

Employer

City of Cleveland Heights

Address

40 Severance Circle

Cleveland Heights, Ohio, 44118

Website

<http://www.clevelandheights.com/>