



# City of Mayfield Heights

## JOB POSTING

<b>Department</b>	Finance
<b>Location</b>	Finance Department, City Hall
<b>Job Title</b>	Assistant Director of Finance
<b>Reports to</b>	Director of Finance
<b>Status</b>	Full-Time, Exempt
<b>Bargaining Unit</b>	Excluded
<b>Pay Range</b>	\$98,519.79 - \$125,361.63
<b>Hours:</b>	Monday - Friday 8:00 am - 4:00 pm

### General Responsibilities

Under the general supervision of the Director of Finance, this position supports the consistent and smooth implementation of operational procedures. The Assistant Director supports the Director in all their duties and effectively carries out assigned responsibilities. The Assistant Director will become the point person in the Finance Department for the financial system software. The Assistant Director will develop and implement internal controls for safeguarding cash and other assets of the City in all departments.

### Qualifications

Bachelor's degree from an accredited four-year college or university in accounting, finance, or related field and four (4) years of progressively responsible experience, including managerial responsibilities or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Proficient in Tyler Technologies MUNIS Enterprise ERP software, preferred.

### Licensure or Certifications

Certified Public Accountant Licensure is preferred. Certificate from Ohio Treasurer's Center for Public Investment, or the ability to be eligible for the certification.

### Benefits

Health Insurance Coverage - affordable and competitive medical, dental, and vision coverage; basic life insurance; paid time off, Ohio Public Employees Retirement System, and Deferred Compensation (voluntary).

### How to Apply

Resumes will be accepted through January 10, 2025. Qualified applicants should apply at

<https://cityofmayfieldheightsoh.munisselfservice.com/ess/employmentopportunities/default.aspx>

Individuals may request a reasonable accommodation if unable or limited in ability to access job openings or apply for a job on this site as a result of a disability. You can request reasonable accommodations by contacting Human Resources by phone 440-442-2626, tty, fax 440-359-6523, or by email at [ra@mayfieldheightsohio.gov](mailto:ra@mayfieldheightsohio.gov).

The City of Mayfield Heights is an Equal Opportunity Employer.