

CITY OF HIGHLAND HEIGHTS
An Equal Opportunity Employer

POSITION TITLE: Director of Finance

DEPARTMENT: Finance

PAY GRADE/STATUS: Full-Time, Exempt

IMMEDIATE SUPERVISOR: Mayor

SALARY RANGE: \$105,000 – \$142,810

JOB SUMMARY:

The City of Highland Heights is seeking a Director of Finance to serve as the fiscal officer of the municipality. This position is the custodian of all public money, responsible for managing all financial operations, and developing strategies that ensure long-term fiscal stability. The Director provides executive-level leadership and professional guidance to the Mayor, City Council, and department leaders, while overseeing a wide range of accounting, budgeting, treasury, purchasing, payroll, and financial reporting activities.

PRIMARY RESPONSIBILITIES:

Finance Department Oversight

- Direct all Finance Department employees/operations, including accounts payable/receivable, payroll, purchasing, and treasury functions.
- Supervise Finance staff.
- Review and approve purchase requisitions, accounts payable checks, and payroll checks prior to issuance.
- Prepare monthly financial statements and annual budgets in coordination with department heads.
- Ensure compliance with federal, state, and local regulations, as well as Generally accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Prepare and submit the annual tax budget to the County.
- Compile all information and work with auditors on annual audits and financial statements.
- Manage investments, debt issuance, and repayment processes; reconcile monthly bank statements.
- Prepare legislation, process/file special assessments, and oversee records retention.
- Work with taxpayers on tax issues.
- Assist with preparation of council agendas/meeting.

Economic Development

- Prepare annual CRA and TIF reports.
- Meet annually with the County Tax Incentive Review Committee and chair the City's committee.
- Engage with potential new businesses and assist with grant and CRA agreements.

Administrative / Other

- Prepare the Annual Information Filing Report and maintain project folders.
- Work in conjunction with other departments on continued I/T strategies.
- Gather and prepare information for liability insurance renewals.
- Participate in labor negotiations and fulfill public records requests.
- May be involved in outside organizations as requested by the Mayor.
- Perform additional duties and assignments as requested.

QUALIFICATIONS:

- Bachelor's degree in finance, Accounting, Business Administration, Public Administration, or related field.
- At least five (5) years of progressively responsible experience in government or public-sector finance, including supervisory responsibility.
- Strong knowledge of governmental accounting, budgeting, and auditing practices and GAAP (generally Accepted Accounting Principles).
- Proficiency in financial management software and Microsoft Office applications. (SSI software knowledge preferred)
- Exceptional communication, leadership, and analytical skills.
- Ability to work effectively with elected officials, department leaders, staff, and the community.
- Must be bondable.

Qualified applicants should submit a resume and cover letter to:

City of Highland Heights – Attention Mayor Brunello
5827 Highland Road
Highland Heights, OH 44143

Or e-mail to cbrunello@highlandhts.com

Applications will be accepted until October 24th, 2025