

ASSISTANT DIRECTOR OF FINANCE

The City of Cleveland Heights is seeking a government accounting professional for its Finance Department.

JOB SUMMARY

Responsibilities include supervisory as well as accounting and treasury functions for the Finance Department. Will assist the finance director with additional duties and assignments as needed.

QUALIFICATIONS

- Bachelor's degree with major course work in Finance and Accounting or in a related field.
- Comprehension of GAAP Accounting and Reporting is required.
- Ability to reconcile the City's various banking accounts to the City's operating budget and general ledger.
- Must have an understanding of ongoing banking and treasury operations and their related functions.
- Proven successful supervisory experience.
- Local government experience preferred.
- Key employee in a local government/treasury department or private sector institutional office that deals primarily with local governments a plus.

Status: Permanent, Full- Time

Salary: \$65,000 - \$80,000

Date Posted: 02/28/11

Filing Deadline: 03/14/11

APPLICATIONS ACCEPTED: HUMAN RESOURCES OFFICE

Cleveland Heights City Hall
40 Severance Circle
Cleveland Heights, OH 44118

**THE CITY OF CLEVELAND HEIGHTS IS AN EQUAL OPPORTUNITY EMPLOYER
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