

Finance Director, City of Euclid

The City of Euclid (population 50,000+) is seeking an experienced leader for the position of Finance Director. As the Chief Fiscal Officer of the City, the incumbent organizes, directs, and manages all financial activities for 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 financial advisor in municipal affairs.

Duties:

The Finance Director's responsibilities include:

- 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 (CAFR);
- Monitoring and analyzing all City appropriations;
- Managing the City's investment and debt portfolios;
- Administering the health self-insurance fund;
- 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.

The Director will be expected to interact effectively with elected officials, stakeholders and residents, attending City Council meetings to present budgets, activity reports, open issues, and 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 and communication skills are essential. The incumbent in this position is expected to resolve problems of a professional and technical nature and must effectively confront problems facing public financial management while managing competing priorities and budgets.

Requirements:

To meet the minimum qualifications you must have:

- Demonstrated, 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;
- Demonstrated project management ability, including budgeting, coordination, compliance and problem-resolution;
- Bachelor's degree in Finance or Accounting, or equivalent experience as a director or assistant director in a similar environment preferred.

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

Salary and Benefits: Salary commensurate with experience (\$75,000- \$90,000+). The City Of Euclid offers a variety of comprehensive benefits programs.

How to Apply:

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.

What You Need To Know:

- The City of Euclid conducts pre-employment screening. The screening may include a drug screening, criminal background check, verification of work history, academic credentials, licenses, personal references and certifications. Other screenings may be conducted based on the level of responsibility, access, and requirements of the position or Department.
- If you need assistance applying for this job, please contact us at 216.289.8326.
- For more information, visit us at www.cityofeuclid.com

The City of Euclid is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, military status in employment or the provision of services.