



## **JOB POSTING**

**Job Title:** Finance Director  
**Department:** Finance  
**Immediate Supervisor:** Mayor  
**Status:** Full-time, exempt  
**Salary Range:** \$64,394 -- \$107,323

The City of Richmond Heights is seeking applicants for the full-time position of Finance Director to serve as Chief Financial Officer. This position reports directly to the Mayor.

### **POSITION SUMMARY**

- Under the general direction of the Mayor, this position heads the Finance Department and serves as the fiscal officer for the City.
- Serves the Mayor, administration and City Council as financial advisor in connection with Municipal affairs;
- Keeps the financial records of the municipality, exhibiting accurate statements of all monies received and expended, of all property owned by the City of Richmond Heights, and of all taxes and assessments;
- Plans, directs, coordinates and manages the operations of the City's Finance Department; independently develops and implements financial plans, controls, and guidelines for policies and procedures (e.g. develops and implements financial plans and projects to ensure maximum utilization of available resources, maintains expenditures and inventory controls, implements adjustments to operational plans, reviews contracts and/or agreements, develops, reviews, and maintains accounting and/or auditing systems; prepares the annual budget and monitors its status throughout the fiscal year, recommending adjustments or supplemental appropriations as required; establishes and maintains budgetary controls, reviews and analyzes accountability requirements, monitors payroll and accounts payable functions, as required), ensures operational compliance with applicable state and federal guidelines;
- Directs, prepares, analyzes, updates and oversees preparation and maintenance of various financial-related reports, records, analyses, financial statements, and/or other documents;
- Directs and supervises all personnel assigned to the Finance Department;
- Oversees external audits, review and analyze results for discussion and resolves issues
- Participates in Union Negotiations & Health Plan Renewals
- Meets regularly with Mayor, directors, commissioners
- Attends City Council meetings and planning sessions.
- Maintains required licensures and certifications;
- Demonstrates regular and predictable attendance.

**QUALIFICATIONS:** To perform this position successfully, an individual must be able to perform each essentially duty satisfactorily. The requirements below are representative of the knowledge, skill and/or abilities required.

- Bachelor's Degree or equivalent from an accredited four-year college or university, in accounting, finance, or related field, and six (6) years of progressively responsible related experience in a municipal/public accounting position and/or training, including managerial responsibilities;
- CPA and/or MBA preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.
- Knowledge of generally accepted accounting principals (GAAP), basic accounting, budgeting, auditing, finance, purchasing, payroll practices and procedures;
- Must be eligible to be bonded by the City;
- Minimum of 2 years of supervisory experience;
- Ability to read, and interpret documents, such as safety rules, operating and maintenance instruction, general business periodicals, professional journals and technical procedures, or government regulations. Ability to write reports.
- Excellent communication and presentation skills is also required.
- Solid experience with accounting software such as SSI, Visual Intelligence Portfolio (VIP) or other Governmental. Microsoft Word, and Excel.

Please email resumes to: [hr.manager@richmondheightsohio.org](mailto:hr.manager@richmondheightsohio.org)