



Department: Finance
Job Title: Assistant Finance Director
Reports To: Finance Director
Status: Full-Time, Exempt

The City of Lyndhurst is accepting resumes for the position of Assistant Finance Director.

Job Responsibilities:

Under the direction of the Finance Director, this position assists in the overall financial management of the City; performs the human resources/benefit administration and payroll function; manages accounts payable, financial reporting, and all related duties.

Qualifications:

Bachelor's degree from an accredited four (4) year college or university with a major in accounting or finance; two (2) years of progressively responsible governmental accounting/finance experience including experience with computer applications involving the development and management of spreadsheets and database programs; or any combination of training, education, or experience which provides the required knowledge, skills, and abilities necessary to perform the essential functions of the position. Human resource/benefit administration experience preferred.

Knowledge, Skills, and Abilities:

- Knowledge of generally accepted account principles (GAAP); audit requirements; applicable laws; State and Federal reporting requirements; City and department policies and procedures; employee benefits administration; payroll practices.
- Skill in related computer software (SSI VIP Payroll, Fixed Assets, Microsoft Office, Adobe, etc.)
- Ability to interpret and apply relevant City, County, State, and Federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting.

Ideal Candidate:

The City seeks an innovative leader to work alongside the Finance Director. The chosen candidate will be an approachable management professional with enthusiasm for municipal government. The ideal candidate will have a working knowledge of municipal financial practices and procedures with abilities in written and oral communication sufficient to handle sensitive projects.

Compensation & Benefits:

The 2024 salary range for this position is: \$75,000 - \$98,725 with an excellent benefit package.

How to Apply

Qualified applicants should submit resume and completed application to applicants@lyndhurstohio.gov.

Attn: Finance Director. No phone calls please.