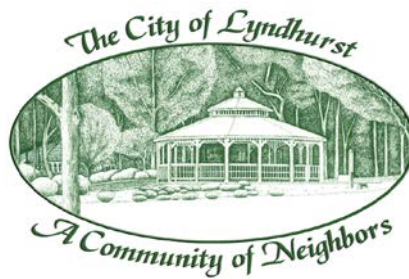


5301 MAYFIELD ROAD
LYNDHURST, OHIO 44124



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

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 functions; 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, finance, or other related field; two (2) years of progressively responsible municipal accounting/finance experience including experience with Microsoft computer applications; or any combination of training, education, or experience which provides the required knowledge and skills necessary to perform the essential functions of the position.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting 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, Capital 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 manage sensitive projects.

Compensation & Benefits:

The 2025 salary range for this position is: \$56,925 - \$102,180 with an excellent benefit package.

How to Apply:

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

Attn: Finance Director

Posted Dates: October 17, 2025, to until position is filled

The City of Lyndhurst is an Equal Opportunity Employer.

www.lyndhurstohio.gov