

## CITY OF SOLON

### FINANCE DEPARTMENT DIRECTOR OF FINANCE

The City of Solon has a full-time opening in the Finance Department for the position of Director of Finance. The Director of Finance shall report to the Mayor. In accordance with Article VI, Section 3 of the City Charter, the Director of Finance is the head of the Finance department and the fiscal officer of the city. The Director of Finance ensures the City maintains its strong fiscal health and aligns financial strategies with the City's long-term goals. This position will provide executive leadership, strategic direction, guidance, and management of the Department of Finance, comprised of accounts payable, accounts receivable, utility billing, payroll, budgeting, procurement, financial reporting, auditing, investment, and debt management functions. In accordance with Article X of the City Charter, the Director of Finance administers or delegates the administration of city fiscal matters in accordance with the laws governing such matters. The Director of Finance also serves as the city's Income Tax Administrator.

Primary responsibilities include providing strategic guidance regarding financial matters to the Mayor, City Council, and the departmental leadership team; preparing and/or supervising the preparation of all major city financial reports and financial information including the annual comprehensive financial report (ACFR), popular annual financial report (PAFR), annual tax budget, the annual operating and capital budgets, online budget document, other necessary reporting in accordance with City policies and federal and state laws; and monitoring city fiscal activity for financial position and trends, including comparing actual revenue with estimated revenue, and comparing actual expenditures with budgeted expenditures and prepares financial forecasts for the General Fund and other major funds. As City Income Tax Administrator, the position administers contractual services agreement with the Regional Income Tax Agency (RITA) for the collection, auditing and enforcement of the city's income tax, including serving on the local Board of Review to resolve difficult and technical city income tax problems.

Applicants must have a Bachelor's degree in Accounting, Finance or other relevant fields (Master's degree in public administration, Business Administration, or other relevant field preferred) and extensive accounting/financial management experience (considerable accounting/financial management experience in the public sector and considerable supervisory experience preferred). The Charter requirements are: The Director of Finance shall have knowledge and experience in accounting, taxation or business administration and provide evidence of either: (a) a license as a Certified Public Accountant, with at least three (3) years' experience in municipal government accounting or (b) a Bachelor's Degree with a major in finance, accounting or business related field, and shall have no less than six (6) years accounting experience with at least three (3) such years working in municipal governmental accounting. Other requirements may include five (5) years' experience as a Municipal Finance Director or Chief Financial Officer of a government agency.

This position offers a starting salary range of \$115,634.07 to \$138,760.89. City benefits include medical, prescription, dental, and vision. In addition, benefits include membership in the Ohio Public Employer's Retirement System, life insurance, vacation, sick leave accruals and select paid holidays.

Applicants must complete and submit an application and a resume online by visiting the City of Solon website at <http://solonohio.org/jobs.aspx>. Click on the "How to Apply Link" or visit the Human Resources webpage for more information. **Applications will be accepted through Friday, June 13, 2025.** The names of all applicants are subject to public disclosure upon request.

The City of Solon is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sex, sexual orientation, gender identity, genetic information, ancestry, disability or military/veteran status in employment or provision of services. Individuals applying and requiring special accommodations regarding disabilities should contact the Human Resources Department.

**DATE POSTED: May 28, 2025**