



COME TOGETHER & THRIVE

Job Description

Organization	City of South Euclid, 1349 South Green Road, South Euclid, Ohio 44121
Department	Finance
Position	Director of Finance; Permanent; Full Time; Exempt
Supervisor	Mayor
Organization Summary	The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit friendly community of over 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include educational and medical institutions, manufacturers, national retailers and restaurants, small businesses, and professional offices.
Position Summary	The City of South Euclid is seeking a Director of Finance to serve as the financial advisor to administrative departments and City Council. This position requires a strong leadership role to ensure that the City is financially sound. The general responsibilities for this position will be overseeing all of the accounting and reporting, budgeting, audits, payroll, human resources, investments, debt, as well as staff management.
Position Responsibilities	The City is seeking a candidate with experience in financial analysis, budgeting, expenditure control, investments, audit coordination, employee benefits administration, payroll, and preparation of financial statements. The preferred candidate will possess excellent communication and presentation skills and have strong management experience, including managing staff and a high level of expertise to effectively deal with day to day administrative issues. Additionally, candidates should have good leadership skills and a strong desire to contribute to a successful team.
Position Requirements	<ul style="list-style-type: none"> ● Bachelor's degree in finance, accounting, public administration or equivalent with a CPA license preferred although not required. ● Minimum three years experience in municipal financial management. ● A valid State of Ohio driver's license. Insured automobile preferred, but public transit is available. ● Strong written and verbal communication skills. ● Physical ability to operate a computer, climb stairs, and move or lift objects up to (30) pounds.
Compensation	<ul style="list-style-type: none"> ● \$82,774 to \$119,700 annual salary; 40 hours per week; 80 hours per pay period. Exact salary is dependent upon qualifications and experience. ● Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance. ● Paid holidays include New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. ● Employer sponsored health insurance including vision, dental, and life insurance options. ● Ohio Public Employees Retirement System (OPERS).
Equity & Inclusion	The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other protected status.
Application	This position description was posted on July 7, 2022. To apply, candidates should submit a cover letter and resume in PDF format to Executive Assistant Lee Williams (lwilliams@seuclid.com).