

## **CITY OF EUCLID JOB POSTING**

**Job Title:** Assistant Director-Finance  
**Department:** Finance  
**Status:** A. Unclassified B. Exempt

**Job Summary:** Working under the immediate supervision of the Finance Director, keeps the financial records of all public money and assets of the City. Responsible for directing and coordinating the department staff and functions relative to accounts and records, disbursements, appropriations, expenses, assets, and taxpayments.

### **Job Duties:**

- Analyze, prepare, and audit all financial data.
- Ensure compliance with Ohio Revised Code, GASB, and all other applicable standards
- Assist in the preparation and management of the department and City-wide budgets.
- Represent and manage the department in the Director's absence.
- Train, communicate, and resolve issues with City staff, Council, and others as needed.
- Supervise and train department staff and others who interact with Finance.
- Continuously evaluate and improve processes, procedures, and staff capability.
- Prepare and submit reports, filings, and updates as required.
- Perform other related duties as required.

### **Requirements:**

- Bachelor's degree in accounting or other related discipline, plus a minimum of two (2) years experience in state and local government finance. The City will consider applicants who possess an equivalent combination of training and/or experience
- Ability to manage financial programs and budgets
- Strong supervisory skills
- Ability to express or exchange ideas and instructions clearly.

**Work Environment:** Office. Sedentary work: exerting negligible force; occasional walking and standing. Physical activity: climbing, stooping, kneeling, pushing, pulling, lifting and grasping.

**Job Grade 3: \$38.90 - \$52.64, Monday – Friday, 8:30 am – 4:30 pm**  
**Applications and/or resumes can be completed and uploaded at**  
**[https://www.cityofeuclid.com/Job\\_Opportunities](https://www.cityofeuclid.com/Job_Opportunities).**

The City of Euclid does not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military or veteran status.