

CITY OF CHARDON  
FINANCE DEPARTMENT

**FINANCE DIRECTOR: (posted 11-30-21)**

**Job Summary:** The Finance Director will be a key member of the Management team and responsible for providing timely and accurate analysis of budgets, financial trends, and forecasts. He/she will have day-to-day responsibility for planning, implementing, managing and controlling all fiscal activities of the City and will report directly to the City Manager. This may include direct responsibility for accounting, finance, strategic financial planning, development and administration of the City's debt management, purchasing, investments, water and sewer billing, income tax administration, revenue collections, and internal auditing. Other duties may include acting as City Manager in his/her absence; participating in economic development activities; implementing and overseeing the City's information technology and computer services programs.

The ideal candidate will possess a strong proficiency in municipal accounting and will serve as the key contact for all financial issues. He/she must be able to streamline operations and provide direction to the department and City management. While a strong knowledge of financial terminology is necessary, this individual should also be able to effectively communicate across divisions and with City Management in a clear and articulate manner. The ideal candidate must be able to set a positive example of competence, professionalism, energy and work ethic to the department. Human resource qualifications and labor negotiations experience will be a plus. This position is FLSA Exempt.

**Qualifications:** Bachelor's Degree in Accounting, Finance, Public or Business Administration or closely related field. Successful candidates should possess 5 years of relevant experience in progressively responsible financial roles with 2 years at supervisory level.

**Pay Scale:** The salary range starts at \$87,798 and actual hiring salary may range up to the midpoint of \$103,475 dependent upon qualifications. The City also provides a comprehensive benefits package which includes participation in the OPERS retirement system, medical, dental, vision and life insurance, an optional 457B plan and paid vacation, holidays and sick leave.

Application and a full job description can be found online at [www.chardon.cc/employment](http://www.chardon.cc/employment) or at the City of Chardon Human Resources office located at 111 Water St. Chardon, OH 44024. **To be considered for the position, you must submit the completed employment application, resume and 3 professional references to Heidi Delaney, Deputy HR/Finance Director at the above address or email to [hdelaney@chardon.cc](mailto:hdelaney@chardon.cc).** The position will remain open until filled with the first review of applications on 12/6/2021.