

# **CITY OF MAPLE HEIGHTS**

## **MUNICIPAL FINANCE DIRECTOR POSITION**

The City of Maple Heights is seeking an experienced full-time Municipal Finance Director. The Finance Director is directly responsible for planning, directing the accounting, auditing, internal controls, accounts payable, payroll processing, revenue and expenditure recordation and budget control, long range financial planning, debt issuance and administration, fixed assets, grant accounting, and other financial and information activities of the City and other legal entities controlled by the City. We are seeking a proven, hands-on candidate that will effectively manage and administer all fiscal operations of the City. We require thorough knowledge of financial planning, cash management, revenue/collections and financial reporting. An understanding of fund and government accounting is preferred. The incumbent will analyze a variety of financial data, prepare and monitor the City's operating and capital budget to ensure the efficient use of City resources. Candidates must possess a Bachelors degree in Accounting, Finance, Business or Public Administration; five years progressively responsible experience in public finance or at the local government level, with three years supervisory and management experience. Interested individuals should submit resume, cover letter and references by hand-delivery, regular mail or electronic mail to: Jae Stevenson, Legal Assistant Law/HR Depts., 5353 Lee Road, Maple Heights, OH 44137; [jstevenson@mapleheightsohio.com](mailto:jstevenson@mapleheightsohio.com).