

**COUNCIL OF THE
VILLAGE OF HIGHLAND HILLS**

RESOLUTION NO. 2024-72

For the December 11, 2024
Council Meeting

Introduced by: Mayor Michael L. Booker
Supported by:

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF MARCELLIS O'NEAL TO SERVE AS FINANCE DIRECTOR FOR THE VILLAGE OF HIGHLAND HILLS, AND DECLARING AN EMERGENCY.

WHEREAS: The position of Finance Director is an appointive position; and

WHEREAS: The Mayor has appointed Marcellis O'Neal to the position of Finance Director; and

WHEREAS: Council confirms the various appointments made by the Mayor; and

WHEREAS: Council desires to confirm this reappointment; and

WHEREAS: It is necessary to keep an accurate record of these various appointments as to individuals appointed and their term of office.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF HIGHLAND HILLS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

Section 1: That Council hereby confirms the appointment of Marcellis O'Neal to the position of Finance Director for the Village of Highland Hills.

Section 2: That pursuant to Village Charter, the term of said appointment shall run concurrent with the remainder of the Mayor's term of Office, or until such time as a successor has been appointed and confirmed, and will be effective as of January 6, 2025.

Section 3: That the annual salary of said appointed official shall be as set forth in the Village Salary and Complement.

Section 4: That this Resolution shall supersede all previously adopted ordinances in direct conflict herewith.

Section 5: Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an orderly meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were conducted in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 6: That this Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the Village, and for the further reason that it is immediately necessary to provide for the aforementioned appointment and ensure the effective operation of the Finance Department.

Passed in Council this 11th day of December, 2024.

First Reading ✓ Second Reading _____ Third Reading _____

Vote: Pride ✓ yea ___ nay ___ Greene ✓ yea ___ nay ___ Mills ✓ yea ___ nay ___

McManus ✓ yea ___ nay ___ Wright ✓ yea ___ nay ___

Cassandra Pride
Cassandra Pride
President of Council

12/11/24
Date

Attest: Margaret Sikon
Margaret Sikon, Clerk of Council

12/11/24
Date

Filed with the Mayor: ✓

12/12/24
Date

Approved By: Michael L. Booker
Michael L. Booker, Mayor

12/12/24
Date

Marcellis R. O'Neal

Bedford, OH 44146

marcellisoneal@gmail.com

(216) 857-8069

Education

- Cleveland State University, Cleveland, OH GPA: 3.17
- Bachelor of Business Administration in Finance Graduation: Dec. 2023

Certifications

- Notary Public in the State of Ohio Exp: March 2nd, 2028

Relevant Coursework

- Management strategy and policy (capstone)
- International Investments
- Principals of Communication
- Organizational Behavior
- Advanced Investments
- Risk and Insurance
- Business Law & Ethics
- Fundamentals of Marketing

Skills

- Payroll administration
- Accounts Payable/Accounts Receivable experience
- New Hire Onboarding experience
- Improvement of Internal Processes
- Account Management
- 5 years customer service experience
- Collections experience
- Report writing
- Cash/Monetary Instrument handling
- Technological Troubleshooting
- Task organization
- Microsoft Office Applications

Experience

- **The Village of Highland Hills** April 2024 - Present
Assistant Finance Director
 - Accounts payable and receivable work maintaining many accounts from utilities to monthly contracts and services
 - Payroll Administrator responsible for conducting the payroll process for roughly 80 employees including verification of leave time, holiday pay, and overtime
 - Onboarding of new hires and creation of employee profile in management system Parallels
 - Receiving tenant rent payments along with other monetary instruments from village business as well as transportation and depositing of the funds into the village account

- Improvement and revision of internal processes resulting in more efficient and consistent work flow
- Termination of employees ending their time at the village including applicable benefits and employee profiles
- Primary contact for the village's IT company, including permission to authorize changes and additions
- Made many past due accounts current and established an excel worksheet to better manage village accounts
- Assembled the Standard Operating Procedures for the Accounts Payable process in detail. From acquiring a vendor to mailing or making payment
- Interviewed and guided the current finance clerk through onboarding and the accounts payable process

● **First Federal Lakewood, Cleveland, OH**

April 2022- Feb 2024

Teller/Banker

- Process account transactions requiring verification of identity and due diligence
- Regularly assists call center via softphone satisfying customer issues with account and online banking
- Cross selling to customers recommending products appropriate for their banking habits
- Verification of monetary instruments and large quantity cash handling experience
- Conducts Domestic and international wires for business and personal accounts
- Responsible for account opening and closing (business and personal)
- On-site debit card processing and printing
- Fraud prevention via due diligence and maintaining customer relationships to learn banking habits
- Branch account balancing (ensuring vault, atm, auto teller, and all tellers balance at end of day)
- Spreadsheet creation to effectively store branch and customer information
- Branch signage creation and posting to convey important information to customers
- Recording customer interactions in CRM software and using verafin fraud prevention software
- Writing professional emails for communication to customers and staff departments
- Drafts documents for customer disputes used as supporting evidence at Fiserv in their investigations