



## MAPLE HEIGHTS JOB OPENING

### FULL-TIME ACCOUNTANT

The City of Maple Heights is accepting applications for a full-time Accountant. This position reports to the Finance Director and interacts with other department heads, officials and the general public.

**Responsibilities:** The ideal candidate will assist the Finance Director with management and oversight of day-to-day financial functions, including but not limited to maintaining financial reports, performing account reconciliations and assisting with budget and closing processes. This position will also assist with city assets, construction projects, audits, municipal grants and other duties as assigned.

**Experience:** At least four years related experience or an equivalent combination of experience and training which provides the job responsibilities (required). Auditing experience (preferred). Experience with Software Solutions Inc. eGov Professional (preferred).

**Qualifications:** Bachelor's Degree in Accounting, or closely related field (required). Knowledge of Government/ Fund Accounting (required).

Must have excellent communication, organizational and analytical skills. Must be detailed-oriented. Must have the ability to understand financial principles, maintain confidentiality and monitor data. Must be proficient in Microsoft Office (Excel and Microsoft Word). Must be able to plan, organize, direct work of subordinate employees, file timely reports, meet deadlines and use good judgement.

**Salary:** \$30,000- \$61,800

Applications available at [www.citymapleheights.com](http://www.citymapleheights.com) and at City Hall - 5353 Lee Road, Maple Heights, OH 44137 attention HR or email to: [jstevenson@mapleheightsohio.com](mailto:jstevenson@mapleheightsohio.com). EOE, drug/smoke free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY