



## **FINANCE DEPT: FULL-TIME BOOKKEEPER CITY OF SEVEN HILLS**

**The City of Seven Hills is seeking an experienced, dependable, self-motivated individual with accounting experience, intermediate proficiency in MS Office Suite (esp. Word and Excel), general office duties, and a high degree of confidentiality, responsible for the following duties:**

RITA liaison tracking all income tax revenues, assisting and tracking new and deleted residences/businesses, deletions and follow-up actions on all, including delinquent payments.

Maintain and update all health insurance records. Process contributions to HSA accounts. Process all life insurance/dental/health payments, recordkeeping, and enrollments.

Receive, balance, record and process all cash and direct wire revenue to the City and prepare bank deposits. Maintain all cash receipt and investments documentation. Perform all monthly bank reconciliations.

Processing and payment of major contractual, PERS, OP&F, and utility payments. Maintain all contractual files.

Prepare and process annual sewer billing. Track updates to changes in parcels and residences, fee rates, preparation of master database list for invoice preparation and distribution. Acceptance of sewer cash/checks received and reconciled with daily recaps. Preparation of unpaid balances for special assessment certifications to County for collection.

Generate GAAP conversion spreadsheets/reports, but not limited to accounts payable, and receivable.

Process/file special assessments search/requests with County and report results to requester.

Compilation/filing of ordinances/resolutions/index for reference file. Maintain vendor payment/voucher files. Ensure proper dissemination and retention of information and documentation produced or received.

Perform other functions as needed and/or requested by Supervisor.

### **Minimum Job Qualifications**

2 years of accounting education, an associate degree or equivalent work experience preferred, financial transaction analysis and typing skills, effective communication, typing skills, accounting software experience (preferably CMI).

### **Full-Time Position**

This is a Full-time Union position paying \$17.38 hourly per Union contract, plus applicable health/life insurance benefits, and OPERS retirement. Hiring is subject to background check results, drug test results, and approval. Seven Hills is an Equal Opportunity Employer.

**Please send resume to:** Sonja Herwick, Director of Finance,  
7325 Summitview Drive  
City of Seven Hills, Ohio 44131.  
[finance@sevenhillsohio.org](mailto:finance@sevenhillsohio.org)