

Beavercreek Township is accepting resumes for a full time Accounts Payable position. This position will work for our newly elected Fiscal Officer, Ryan Rushing.

The ideal candidate will possess strong skills in accounting, including accounts payable, receivable, and payroll; have a positive attitude and easy demeanor; be able to demonstrate experience in advanced accounting techniques and principles; and, have experience in meeting critical deadlines. Prior experience with Software Solutions' VIP accounting software, time and attendance keeping software OSL, or payroll processing system Paycor is a plus. It is important that candidates be able to multi-task in a professional, team-oriented, fast paced work environment.

A Bachelor's degree is required. Degrees in accounting or finance are preferred. Our position requires a bond, at the employer's expense. Pay will be commensurate with the applicant's knowledge, skills, and abilities.

Interested Candidates should send their cover letter, resume' and salary requirements to Human Resources, tgustafson@beavercreektownship.org or by fax at (937) 306-5150 Deadline for Resumes is **July 24, 2020**. The full job description can be found at www.beavercreektownship.org.

Beavercreek Township is an Equal Opportunity Employer.