

Accounting Supervisor/Accounts Receivables Administrator

City of Berea

The City of Berea, Ohio is seeking a full-time Accounting Supervisor/Accounts Receivables Administrator to assist in the preparation of invoices and general ledger functions, record journal entries, analysis of records and prepare various reconciliations on a monthly basis. Responsibilities include coordination with auditors and preparation of external agency reporting, and backup other finance divisions as needed. This position requires a detailed understanding of all facets of governmental finance operations including accounts payables, payroll, receipting and general ledger accounting that supports the development of monthly financial reports. Required qualifications include experience in governmental accounting, proficiency in spreadsheet applications and ability to read/analyze financial statements. A bachelor's degree in a related field is preferred. Salary will be commensurate with experience and qualifications. Email cover letter, resume and references to dkavander@cityofberea.org. The City of Berea is an Equal Opportunity Employer and a Drug-Free Workplace.