



POSITION: Assistant to the Finance Director

CLOSING DATE: Thursday, November 19, 2020 at 4:30pm

The City of Clayton is accepting applications from competent professionals for the position of Assistant to the Finance Director. As an integral part of the Finance team, this position provides technical accounting support in accounts receivable, payroll, auditing, revenue collections, accounts payable and other related functions.

Qualified candidates must be a team player, ability to multi-task, knowledge of governmental fund accounting and comfortable with learning software systems to process, code, enter and retrieve financial and payroll data. Municipal payroll experience preferred; SSI/VIP Financial Software experience a plus.

Typical working hours for this full-time unclassified position are 7:30am - 4:30pm Monday through Friday. Pay rate commensurate with experience, ranges from \$43,000 to \$59,000 annually with an excellent benefits package including health, dental and life insurance.

Applicants are encouraged to visit the City's website, www.clayton.oh.us/Jobs.aspx to review the job description and print an application. Submit completed applications and resumes to the attention of Elaine Wittman, City of Clayton, 6996 Taywood Road, Englewood, Ohio 45322 or ewittman@clayton.oh.us. Applications will be accepted until 4:30pm, Thursday, November 19, 2020.

The City of Clayton is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act.