

## Finance Specialist

The City of Milford is seeking Part-Time Finance Specialist candidates with a strong financial background. Duties include accounts payable, processing utility payments, creating daily bank deposits, and various other activities related to utility billing. This union position is permanent part-time, scheduled 25 hours per week, five days per week and reports directly to the Director of Finance. Employment does not include health care benefits.

Preferred candidates will possess an Associate's degree in business plus two years of progressively responsible experience and excellent customer service, communication, cash handling, and multi-tasking skills with attention to detail. Experience in governmental accounting and computer processing are a plus.

All candidates are subject to a background check and must be bondable. Applications will be reviewed for acceptance and must meet the minimum qualifications for experience and education outlined in the position description.

This is an unclassified, part-time, hourly position. The probationary rate for this position is \$19.84/hr. with an increase to \$20.83 after 6 months.

Candidates must submit a letter of interest and resume to the City Manager at 745 Center Street, Milford OH 45150 or via email to [lpegg@milfordohio.org](mailto:lpegg@milfordohio.org) by March 7th, 2016 to be considered.

AA/EOE

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