

Finance Specialist

City of Monroe, Ohio is accepting applicants for a Finance Specialist. Primary job duties involve payroll processing and related functions, accounts payable, purchasing, budgetary monitoring, capital asset tracking, and financial reporting.

Qualifications: Bachelor's degree in accounting, finance, business administration, public administration or closely related field preferred. Minimum Associate's degree in any of the above disciplines.

Experience: Three or more years of professional, related experience. Excel spreadsheet experience required. Experience with MUNIS financial software and Crystal Reports preferred.

Equivalent combination of education, experience and training will be considered.

Salary \$18.00 - \$28.05 per hour depending on qualifications.

Job description and application available online at www.monroeohio.org. Position open until filled.

The City of Monroe, Ohio is an Equal Opportunity Employer