

Financial Operations Manager

The City of Monroe, Ohio is seeking applications for the position of Financial Operations Manager. The Financial Operations Manager reports to the Director of Finance and is responsible for managing Revenue functions, Utility Billing operations and Customer Support services for the City. The position is responsible for accounts receivable, cash, credit and online payment transactions, monthly reporting, coordinating workflow with various departments, and investigating and resolving citizen utility account issues. Other duties include revenue forecasting, preparation of financial reports, policy development, monthly bank reconciliations and correspondence with residents.

Successful candidates must possess initiative; strong leadership, management and interpersonal skills; solid written and oral communication skills; a strong work record and a focus on internal and external customer service.

Qualifications: Bachelor's degree in business, accounting, finance or related field. Knowledge of fund accounting and governmental accounting practices preferred. Candidate must possess strong computer skills including extensive knowledge of Word and Excel. Valid State of Ohio Driver's License. Must be bondable.

Experience: Three years' experience in governmental accounting with supervisory experience required.

Salary range: \$53,476.56 – 74,867.18. Complete job description available online at www.monroeohio.org. Send cover letter, resume, and salary history to City of Monroe, Attn: Kacey Waggaman, 233 South Main Street, P.O. Box 330, Monroe, OH 45050 or email to waggamank@monroeohio.org. Position open until filled with first review beginning 9/1/16.