



## **City of Richmond Heights**

### **Part-Time Staff Account**

The City of Richmond Heights is looking for an experienced Staff Account to work up to 28 hours per week. Under the direction of the Director of Finance, the Staff Account assists the Director with oversight for day-to-day financial functions, including budget development and preparation of annual GAAP financial statements, and assists with managing municipal grant financial records and provides support to grant managers, when needed. Manages the daily activity affecting the general ledger; assists in monitoring the allocation of City Funds by various departments, ensuring compliance with budgetary limitations; participates in audits, and works with Software Solutions Inc. (VIP financial software) and the City's IT staff to resolve any normal maintenance issues with accounting software program and procedures including submission of support tickets and explanation of issues. Performs other related duties as required.

#### **Qualifications:**

Bachelor's Degree in Accounting and three years of progressively responsible related experience and knowledge of Municipal Government and/or Fund Accounting principles and practices, Accounts Receivable/Payable, Auditing, and General Ledger. Proficiency in spreadsheets and financial systems. Experienced with utilizing accounting software such as, Software Solutions Inc. (VIP financial software) highly desirable. Ability to organize data into a usable format using Microsoft Office suite. (EXCEL and Microsoft Word).

#### **Cognitive and Physical Activity Job Requirements:**

Must be able to remain in a stationary position 75% of the time, needs to occasionally move about the office and City Hall. Constantly operate a computer and must be about to communicate with others to exchange information accurately.

**Salary - \$25.00 - \$40.00 per hour**

#### **To Apply:**

Qualified candidates should submit a resume to [hr.manager@richmondheights.org](mailto:hr.manager@richmondheights.org)