



ACCOUNTANT

The City of Grandview Heights is accepting applications for an Accountant. Under the direction of the Director of Finance, assists the Director with administrative functions involving the fiscal affairs of the City; serves as direct aid to the Director of Finance handling day-to-day financial administration functions, including accounting, budgeting, auditing, accounts payable, and inventory control; manages the daily activity affecting the general ledger; assists in monitoring the allocation of City funds by various departments, ensuring compliance with budgetary limitations; performs other related duties as required.

Qualified applicants must have a valid Ohio Driver's license, and either a college degree in accounting, finance or a related field and progressively responsible related experience, or any combination of training, education, or experience that provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Desired skills include accounting, auditing, proficiency in spreadsheets and financial systems, record keeping and solid interpersonal communication abilities. Additional information available on-line at www.grandviewheights.org under "Employment" tab. Annual Salary range from \$52,000-60,000 based on experience with excellent benefits. Appointment conditional upon satisfactory background check. Applications available at Municipal Building or on-line at www.grandviewheights.org. Submit completed application, cover letter, and resume to Bob Dvoraczky, 1016 Grandview Ave., Grandview Hts OH 43212, between the hours of 8:30 a.m. - 4:00 p.m., Mon - Fri. Deadline to apply: Monday, November 21, 2016 at 4:00 P.M.