



City of Mayfield Heights

JOB OPPORTUNITY

Department	Finance
Location	Finance Department, City Hall
Job Title	Administrative Assistant
Reports to	Director of Finance
Status	Part-time, Non-Exempt
Bargaining Unit	Excluded
Pay Range	\$8.30 - \$21.19 / hour

The City of Mayfield Heights is accepting resumes for the position of Administrative Assistant in Finance.

General Responsibilities

Under general supervision of the Director of Finance, performs accounting and administrative tasks in order to assist with the efficient operation of the Finance Department (e.g. assists with accounts payable functions and accounts receivable billing; assists in preparing payroll and all related reports; receives and responds to payroll-related inquiries; etc.)

Qualifications

Associate's degree with a major in accounting, finance, business, or related field; plus two (2) or more years of accounting experience, preferably in a government setting, proficiency in Microsoft Office, particularly Excel, Outlook and Word; general accounting experience preferred, or an equivalent combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Licensure or Certifications

None.

How to Apply

Resumes will be accepted through July 31, 2020. Qualified applicants should send a resume to the City of Mayfield Heights, 6154 Mayfield Road, Mayfield Heights, Ohio 44124, Attn: Human Resources Manager or email to ra@mayfieldheights.org and complete the online job application at www.mayfieldheights.org. No phone calls please.

The City of Mayfield Heights is an Equal Opportunity Employer.