

City of Bedford, Ohio
Assistant Finance Director
POSITION

NATURE OF WORK

This is a technical/professional position that includes substantial government accounting work in the creation of entries leading to monthly reports and assisting with preparation of the Annual Comprehensive Financial Report. Some of the related duties include: recording of revenues, various reimbursements, 1099 reporting, bank reconciliation assistance, cash flow schedules, expenditures and fixed assets for all City departments.

See the detailed job description on our website: <http://www.bedfordoh.gov/>

Qualifications:

- A minimum Bachelor's degree in Accounting and Government Accounting experience 1-3 years preferred.
- Excellent Computer Knowledge (Excel spreadsheets) and Knowledge of Microsoft Office Software products
- Ability to learn assignments readily, ability to maintain effective working relationships with other employees, supervisors, and the general public.
- Knowledge of standard office equipment (Computers, copiers, adding machine and calculator).
- Ability to timely maintain accurate records.

Minimum Salary \$80,000+ depending upon experience.

Please send resume with cover letter by **February 4, 2022** to:

City of Bedford
Attn: Finance Director
165 Center Road
Bedford, OH 44146

The City of Bedford is an Equal Opportunity Employer