



**The City of Eastlake is Currently Accepting Applications for:  
Comptroller**

**Brief Description:**

Full time position. Works with finance director to ensure that financial practices are in line with statutory regulations.

Facilitates in the day-to-day operations with other employees, including procurement, purchase orders, invoicing, capital asset reporting, receipt posting as needed.

Assists with official reports and various reconciliations.

**Minimum Qualifications:**

- Associate Degree or higher in accounting. Experience with government accounting a plus.
- Must be bondable.
- Must know Microsoft suite.
- Ability to perform detailed numeric task with accuracy.
- Strong organization and communication skills
- Handles confidential information.

Please send a cover letter and detailed resume to:

[cschindel@eastlakeohio.com](mailto:cschindel@eastlakeohio.com)

or

City Of Eastlake

Attn: Carol Schindel, Finance Director

35150 Lakeshore Blvd

Eastlake, Ohio 44095

Salary is commensurate with experience

Deadline March 10, 2022

The City of Eastlake is an Equal Opportunity Employer