



MAPLE HEIGHTS JOB OPENING
FINANCE DEPARTMENT – PURCHASING AGENT
(ACCOUNTS PAYABLE)

The City of Maple Heights is accepting applications for a full-time finance professional to join our team. This position reports to the Finance Director and interacts daily with City staff, vendors, and the general public.

Responsibilities: The position is primarily responsible for working with City staff and vendors to review, resolve issues and process purchase orders, invoices, payments and expenditures. In addition, the position researches and recommends options, tracks all purchase orders, prepares analyses of accounts and other monthly reports, reconciles processed payments, provides support during audits, verifies expense reports, and corresponds with vendors and others regarding payments, issues and inquiries. Work is completed using finance and accounting software, Microsoft Office (Excel, Word), email, phone and other office systems. Cross-training and other duties will be assigned as needed.

Experience: At least 3 years related experience or an equivalent combination of education, experience and training which corresponds with the job responsibilities (required). Auditing experience (preferred). Experience with Software Solutions Inc. Visual Intelligence Portfolio- VIP (preferred).

Qualifications: High School Diploma or equivalent (required), Associates Degree in Accounting, or closely related field (preferred). Knowledge of Government/Fund Accounting (preferred).

Must have a solid understanding of basic bookkeeping and business accounting practices; organization and time management skills; analytical and problem-solving ability; and verbal and written communication skills. Must have customer service experience; be able to work independently and as part of a team; prioritize and meet deadlines; and manage processes and data accurately. Must be proficient in Microsoft Office (Excel and Microsoft Word) and have experience with data entry. The City conducts pre-hire background checks and drug screening.

Salary: \$40,000- \$65,873.60 commensurate with experience

Applications are available at www.CityMapleHeights.com and at City Hall - 5353 Lee Road, Maple Heights, OH 44137. Applications, resumes and cover letters can be submitted to City Hall or emailed to HR@MapleHeightsOhio.com. Position will remain open until filled.

EOE, drug/smoke-free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY