

The City of Beachwood is accepting applications/resumes for the position of Full-Time Administrative Coordinator in the Finance Department. This position performs administrative, billing and accounts payable functions; serves as back-up for the Purchasing Supervisor. Work is performed under the general direction of the Finance Director or his/her designee. Post-high school coursework in office administration or a bachelor's degree is highly desirable. Starting salary range is \$51,168.00 - \$61,657.40. Excellent benefit package and opportunity for additional longevity pay (with prior service from another public employer). Resumes will be accepted through February 23, 2024, or until the position is filled. **No phone calls please.**

Qualified applicants should send a resume and references to:

City of Beachwood
Attention: Human Resources Administrator
25325 Fairmount Boulevard
Beachwood, OH 44122

-OR-

Email to: dana.canzone@beachwoodohio.com

The City of Beachwood is an Equal Opportunity Employer