



## **Job Announcement FINANCE TECHNICIAN- Utilities**

The City of Miamisburg, Ohio is home to just over 20,000 people. A progressive yet historic suburban community in the south Dayton metropolitan region, Miamisburg retains its small-town charm with a historic downtown while offering mixed-use commercial and residential options as well. Miamisburg prides itself on providing quality services to its residents and businesses and continuing to find new ways to attract visitors to the area.

### **Position Overview**

Under the direction of the Assistant Finance Director, this position will be located in Water Billing in the Administrative Offices and be responsible for routine billing and collections of resident and business utility accounts within the City; will provide quality customer service to all account owners; examine accounts for accuracy; answer questions and problem solve. Other responsibilities include supporting the Finance Department with data entry, reconciling receipts, accounts payables, front desk operations and any other projects and duties related to finance as requested. Applicant must possess initiative, strong interpersonal skills, solid written and oral communications skills, and the ability to work well with little supervision and function in a confidential capacity.

### **Minimum Qualifications**

This position requires a high school diploma or equivalent, however, an Associate's Degree is preferred; experience in financial record keeping and customer service; ability to add, subtract, multiply, and divide; basic computer data entry skills; working knowledge of Microsoft Word, Excel, and Outlook; effective oral and written communication skills; and the ability to work effectively while multi-tasking. The City is looking for someone who can work effectively with supervisors, co-workers, contractors and the public; and maintain positive front-line public relations.

### **Compensation & Benefits**

The 2022 hourly wage range for the position is \$15.23 – 31.48, DOQ with an excellent benefits package. Applications can be found at [www.cityofmiamisburg.com](http://www.cityofmiamisburg.com). Interested individuals should submit their application, resume and cover letter to Human Resources Director, Leslie Kohli, at [HR@cityofmiamisburg.com](mailto:HR@cityofmiamisburg.com). Review of applications will begin on Monday, October 24, 2022 and will continue until position is filled.

**Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, sex, national origin, age, disability, veteran status, or any other legally protected status.**