**City of Centerville**

**Finance Clerk (Income Tax)**

The City of Centerville, Ohio, a “warm & cheerful” community with a population of approximately 24,000 located eight miles southeast of Dayton in Montgomery County is seeking qualified candidates for the full-time position of Finance Clerk within the tax department. The Centerville community boasts bustling business centers, nationally recognized public and private schools, hundreds of recreational and athletic programs, miles of hiking/biking trails, nearly 50 parks, The Golf Club at Yankee Trace renowned municipal golf course, beautiful Victorian Homestead Benham’s Grove, nationally accredited Police and Fire departments, fine dining, upscale shopping, and charming historic downtown business district. The City of Centerville is a council-manager form of government dedicated to delivering exceptional services through thoughtful governance to ensure progress and stability.

**Job Responsibilities:**

* Maintains accounting records of receipts.
* Prepares and posts tax returns.
* Files and maintains tax returns.
* Assists customers and handles particular problems relating to them.
* Makes bank deposits for particular funds.
* Provides coverage/support for payroll, accounts payable, and other Finance department functions as necessary.
* Maintains the ability to be bonded.
* Operates a variety of standard office machines (e.g., computer, typewriter, calculator, etc.).

**Minimum Qualifications:**

* High School Diploma or equivalent.
* Training and/or experience in office practices and procedures.
* Training and/or experience in accounting and finance.
* Possess a valid Ohio driver’s license.

**Preferred Qualifications:**

* Associate or Bachelor’s degree in Accounting.

*The pay range is $24.30 - $31.60 per hour depending on qualifications and experience, plus an excellent benefits package.*

**To Apply:** Submit a resume and/or an employment application online by Friday, December 2, 2022, for consideration <https://www.centervilleohio.gov/government/human-resources/employment-opportunities> .Applications may be obtained in person or online at [www.centervilleohio.gov](http://www.centervilleohio.gov) under Human Resources Department.

**Equal Opportunity Employer**