

Finance Administrator

The City of Monroe, Ohio is seeking applications for the position of Finance Administrator. The position is responsible for managing all accounting activities for the organization and will oversee the annual audit. Maintain written policies and procedures for all general accounting processes ensuring compliance with Generally Accepted Accounting Principles (GAAP) and government accounting requirements, as well as ensure the integrity of internal controls. Assist in the preparation of the Annual Comprehensive Financial Report, Budget Document, 5-year Forecast, and Monthly Financial Reports. Manage and maintain the integrity of the financial system, as well as recommend and monitor modifications of financial systems and procedures.

Qualifications: Bachelor's degree in finance, public administration, accounting, or related field. Candidate must possess strong computer skills including extensive knowledge of Word and Excel. Must be bondable.

Experience: Minimum of 5 years work experience in government accounting required.

Salary range: \$70,956.29 - \$99,671.41 per year. The City of Monroe offers a comprehensive benefit package including medical, dental, vision, life and disability insurance, as well as vacation, sick and personal time.

Complete job description and application available online by visiting <https://www.governmentjobs.com/careers/monroehio>. Candidates must include resume, cover letter and salary requirements with application.

Position open until filled. Resume review begins June 20, 2022.

The City of Monroe is an Equal Opportunity Employer