

The City of Beachwood is accepting applications/resumes for the position of Full-Time Administrative Assistant II in the Finance Department. This position performs a combination of payroll processing duties, clerical tasks and supports Accounts Payable, as needed. Work is performed under the general direction of the Finance Director or his/her designee. An Associate Degree is required. Bachelor's degree in a related field is highly desirable. Starting salary range is \$38,277.59 to \$45,933.11. Excellent benefit package and opportunity for additional longevity pay (with prior service from another public employer). Resumes will be accepted through December 15, 2021, 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](mailto:dana.canzone@beachwoodohio.com)

**The City of Beachwood is an Equal Opportunity Employer**