



City of Hamilton, Ohio Senior Accountant

SALARY	\$37.96 - \$48.24 Hourly \$3,036.80 - \$3,859.20 Biweekly \$78,956.80 - \$100,339.20 Annually	LOCATION	OH 45011, OH
JOB TYPE	Permanent Full Time	JOB NUMBER	00796
DEPARTMENT	Finance	DIVISION	Accounting
OPENING DATE	03/25/2026	CLOSING DATE	4/24/2026 11:59 PM Eastern

General Description

The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply.

This is difficult, technical and complex professional accounting and administrative work involving the application of accounting principles and auditing practices, including the maintenance, adjustment and reporting of financial and other related records for selected municipal finance and accounting activities and supervision of subordinates as assigned. Activities require practical and acquired knowledge of the City's accounting practices, focusing on the overall accounting, payroll and tax-reporting regimen of the Finance Department. Duties are carried out under the supervision of Assistant Finance Director but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class maintain cooperative working relationships with both internal and external customers, as well as other members of the Finance Department staff.

Essential Job Functions

- Compiles data and prepares a variety of financial and statistical reports.
- Reviews, compiles and understands tax reporting to the extent that 1099 and payroll tax reporting can be generated, and the liabilities paid, on a timely basis.
- Prepares schedules for use by, provides assistance to, answers questions of, and retrieves records or supplies information to both Finance Department staff and external auditors during the audit process.
- Provides internal auditing for the proper payment and coding of expenditures, including the review of accounts payable and revenues received post year-end.
- Assists in budget preparation.
- Initiates adjusting/correcting entries and postings thereof as necessary and coordinates completion of monthly duties with other Finance Department staff, particularly other Senior Level Staff, to enable timely issuance of monthly financial report to City Council.
- Prepares requisitions, purchase orders, check requests and initiates payment for certain assigned expenditures.
- Can coordinate and maintain Positive Pay system for checks issued by the Finance Department staff.
- Reconciles Bank Account(s) as required and assigned by Comptroller.
- Reconciles and maintains Trust Account(s), balances investments, transfers monies between accounts for both debt service & capital draws and insures accurate posting of investment income/expenditure posting, as required and assigned by Comptroller.

- Coordinates contractual reimbursements to the City, providing reconciliation and invoicing of those activities and provides information to Comptroller of unordinary delays in the process, including late payment of those invoices.
- Performs account reconciliations and related analysis.
- Reviews, verifies and authorizes transactions and accounting classifications assigned to various records.
- Participates in the year-end closing process.
- Maintains and implements internal controls on both physical and theoretical levels to insure the safeguarding of assets to the extent that benefits do not outweigh the costs of the controls.
- Ensures that accounting systems are operating correctly, correcting errant entries and investigating and resolving problems that may occur.
- Works with Finance Management and staff to develop and implement accounting systems and procedural improvements.
- Compiles data and prepares a variety of internal and external daily, monthly, quarterly and annual financial and statistical reports.
- Reviews weekly Summary of Fund Based Activity and offers comments & correction.
- Attends meetings, conferences and workshops as requested and authorized.
- Reconciles bank accounts with Treasurer's reports.
- Performs other related duties as required or assigned by Finance Management.

Specialized Job Functions:

- Reconciles Treasury Investment Pool and provides recommendations and oversight to the purchase and selling of those investments as well as the proper monthly or quarterly distribution of investment earnings to segregated funds of the City.
- Prepares monthly budgetary proprietary financial statements for Utility Department Management, including the Deputy City Manager or his/her successor, and outside consultants.
- Prepares, directs and coordinates monthly budgetary proprietary financial statement presentation and/or meeting with Utility Department Management, including the Deputy City Manager or his/her successor, and outside consultants.
- Ensures that the City is in compliance with its own indentures, and specifically debt service coverage ratios, as well as with other regulatory agencies regulating capital markets.
- Provides input to other Finance Department staff and Management working in conjunction with the City's Information Technology Department to coordinate and implement the use of computer technology with assigned accounting duties and functions.
- Responsible for the preparation and timely issuance of Forms W-2 and related reconciliations for City employees.
- Consults with Comptroller regarding payroll tax notices or other regulatory bodies.
- Reconciliation and initiation of ACH (Automated Clearing House), direct debit or other forms of non-check disbursements upon approval or as assigned/delegated by Comptroller.
- Works constructively with other senior level staff and Comptroller to insure the timely issuance of the City's Comprehensive Annual Financial Report (CAFR) as well as the production and printing, under the guidance of the Director of Finance, of the Popular Annual Financial Report (PAFR).
- Works with other Finance Department staff to coordinate the activities of the Finance Advisory Committee, as well as the schedules contained within the Debt Service Commission Annual Report, Preliminary Official Statements for debt issuance and the Annual Information Statement for continuing disclosure under SEC rules.
- Provides guidance to support staff, particularly in the area of payroll and revenue accounting, to insure accurate and proper recording and reporting.
- May supervise support staff as specifically assigned or directed by Comptroller.
- Some limited executive authority, as delegated by Finance Management, to sign reports and authorize transactions.

Skills/Knowledges/Abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP) as well as Governmental Generally Accepted Accounting Principles.
- Knowledge of accounting techniques.
- Understanding of the use of application technologies standard to a modern office environment, including Microsoft programs Word and Excel.

- Ability to understand the budgetary financial system (New World) and the initiation of journal entries into that system. Good knowledge of financial office procedures and practices.
- Good knowledge of Federal Energy Regulatory Commission (FERC) accounting and procedures.
- Strong knowledge and understanding of Gas, Electric, Water, Water Reclamation, Stormwater, Streets, Roads Bridges, Culverts and related infrastructure as well as General Government and program-function segregation of property, plant, and equipment.
- Ability to prepare accurate, detailed and reliable reports containing facts, findings conclusions and recommendations.
- Ability to operate a personal computer.
- Ability to communicate well with others both orally and in writing using both technical and non-technical language.
- Ability to perform a wide range of duties with accuracy and speed under the pressure of time sensitive deadlines.
- Ability to establish and maintain effective working relationships with other City employees, internal and external customers, supervisory personnel, Finance Department staff, external auditors and consultants, vendors and the general public.
- Ability to work constructively as part of or leading a project team assigned by Finance Management.
- Ability to motivate both internal and external customers and vendors insuring accurate financial reporting.
- Ability to solve complex accounting issues and problems effectively.
- Ability to provide ingenuity and inventiveness in the performance of assigned tasks.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- Ability to handle confidential employee and administrative information with tact and discretion.
- Ability to efficiently and effectively perform the tasks of any position or job related duties associated with Finance Department unclassified positions, including all related accounting and payroll functions, as assigned by Finance Management [This ability is learned after the hiring process and expected of all classified employees].

Training/Education/Qualifications

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration or other field of study majoring in Finance or Accounting; and
- Three (3) years' experience working with Generally Accepted Accounting Principles and/or Generally Accepted Auditing Standards.

Preferred Qualifications:

- Work experience within an Ohio County, state or local government or school district.

Employer

City of Hamilton, Ohio

Address

Human Resources Department
345 High Street - 3rd Floor
Hamilton, Ohio, 45011

Website

<http://www.hamilton-city.org>

Senior Accountant Supplemental Questionnaire

*QUESTION 1

Have you graduated from an accredited college or university with a Bachelor's Degree in Business Administration or other field of study, majoring in Finance or Accounting?

- Yes
 No

***QUESTION 2**

Do you understand that if you have graduated from an accredited college or university with a Bachelor's Degree in Business Administration or other field of study, majoring in Finance or Accounting, that you **MUST** attach your degree or transcripts to this application?

- Yes
 No

***QUESTION 3**

Did you attach your degree or transcripts from an accredited college or university with a Bachelor's Degree in Business Administration or other field of study, majoring in Finance or Accounting?

- Yes
 No

***QUESTION 4**

Do you have at least three (3) years' experience working with Generally Accepted Accounting Principles and/or Generally Accepted Auditing Standards?

- Yes
 No

***QUESTION 5**

If you do have at least three (3) years' experience working with Generally Accepted Accounting Principles and/or Generally Accepted Auditing Standards, please list employers and dates below. (DO NOT LIST "See Resume.")

***QUESTION 6**

Do you have any work experience within an Ohio County, state or local government or school district?

- Yes
 No

***QUESTION 7**

If you have work experience within an Ohio County, state or local government or school district, please list employers and dates below.

***QUESTION 8**

Do you understand that you will receive email notifications during this recruitment process and will need to continually check your email and respond timely?

- Yes
 No

***QUESTION 9**

Did you include your CORRECT email address in your application? Please recheck. Our communication to you will be via email and it's imperative that we have a valid email address.

Yes

No

* Required Question