



EMPLOYMENT OPPORTUNITY

FINANCE DEPARTMENT FINANCE ASSISTANT

The City of Oberlin is accepting applications for a **Finance Assistant** in the Finance and Utility Office. This position is responsible for assisting the Finance Director with the financial management of the City, ensuring accurate, timely and objective financial data, maintaining accurate records, responsive customer service, monitoring and updating financial systems, processes and internal controls. This position assists in various administrative functions including budget development and management, document preparation, records management, purchasing, contract administration and project/event planning/coordination. **This particular position will focus on Utility Billing and Collections, Customer Service and some Accounting functions.**

Minimum Qualifications: Requires a high school diploma or GED, and at least five (5) years of previous experience in a similar position, Bachelor's degree in accounting preferred. Or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Valid state of Ohio driver's license.

Salary Range: \$49,000 - \$64,000/Year D.O.Q.

Apply Online:

www.GovernmentJobs.com/careers/OberlinOh

To request a paper application or for assistance, please contact the
Human Resources Department at **440-775-7205** or
Finance Director at **440-775-7210**

OPEN UNTIL POSITION FILLED

The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.