



Finance Assistant

The City of Johnstown is seeking a highly organized and detail-oriented financial assistant to join our finance team. Knowledge of general accounting and bookkeeping practices, as well as a strong work ethic, are required. You will assist with the day-to-day task in our finance department and play an integral role in maintaining account information; performs related duties as required.

The Essential Duties:

- Data entry and general bookkeeping
- Updating and maintaining accurate data and records by quality checking for errors
- Assisting with the financial statements, audits and budgeting
- Adhering to all financial and accounting laws and regulations
- Administrative functions composing correspondences, maintaining calendars, answering phones, mail, interdepartmental communications
- Providing customer service to both internal and external customers
- Works independently and collaboratively with other City employees.

Qualifications and Skills

Ideally the individual will have a minimum of an Associate's Degree or Bachelor's Degree preferred in Finance or Accounting. A combination of experience and training will be considered in lieu of a degree. A minimum of 2 years previous experience in accounting or finance is required. Excellent computer knowledge with Microsoft Suites with exceptional Excel skills. Previous experience with accounting software preferably with Uniform Accounting Network (UAN).

This individual will possess excellent communication and customer service skills and strong organizational and time management skills. The candidate will be a self-starter who can work independently or in a collaborative fast-paced environment.

The pay range for this position is \$50,000-\$75,000 based on qualifications and previous experience.

Other requirements

Must be able to pass a background check and maintain a valid driver's license.

Candidates may forward resumes to tmonroe@johnstownohio.org

Employer is EOE/M/F/D/V. No third-party candidates please.