



COME TOGETHER & THRIVE

**Job Description**

Organization	City of South Euclid, 1349 South Green Road, South Euclid, Ohio 44121
Department	Finance
Position	Finance Department Assistant; Permanent; Full Time; Non-Exempt
Supervisor	Finance Director
Organization Summary	The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit friendly community of over 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include educational and medical institutions, manufacturers, national retailers and restaurants, small businesses, and professional offices.
Position Summary	The City of South Euclid is seeking a Finance Department Assistant to perform various finance functions for the entire City. This position offers an exciting opportunity for someone looking to kick-start their career in accounting and finance within a dynamic municipal environment. The ideal candidate will possess strong organizational skills, impeccable attention to detail, and a desire for accuracy in financial record-keeping.
Position Responsibilities	<ul style="list-style-type: none"> <li>• Prepare and/or process purchase orders which includes reviewing for correct account numbers, adequate budget and proper approvals.</li> <li>• Review invoices for accuracy and adherence to City policies and procedures then process for payment.</li> <li>• Collect, receipt and deposit money received from various departments within the City using proper control methods.</li> <li>• Record revenues received in the City's accounting system.</li> <li>• Track and maintain a list of all City capital assets.</li> <li>• Create and manage invoicing for various City departments.</li> <li>• Assist in procuring various goods and services within the City, including contractual bidding.</li> <li>• Aide the public with various needs related to the Finance Department including collecting payments while utilizing excellent customer service.</li> <li>• Train other City employees to use the accounting software and on proper financial procedures.</li> <li>• Support human resources and payroll administration by aiding in the onboarding process, payroll processes and file maintenance.</li> <li>• Participate in annual budget process, answer questions from departments regarding budget and analyze budget variance.</li> <li>• Provide support during the external audit and GAAP conversion by obtaining and organizing financial documents and addressing auditor inquiries.</li> <li>• Perform various administrative tasks as needed, including filing documents, answering phone calls, and assisting with general office duties.</li> <li>• Complete other duties as assigned.</li> </ul>
Position Requirements	<ul style="list-style-type: none"> <li>• Associate's degree or higher in Business Administration, Accounting, Public Administration, or closely related field or equivalent experience.</li> <li>• Strong understanding of basic accounting principles and practices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Excel and word processing applications.</li> <li>• Excellent attention to detail and accuracy in data entry and record-keeping.</li> <li>• Ability to prioritize tasks and manage time effectively in a fast-paced environment.</li> <li>• Strong communication skills, both verbal and written.</li> <li>• Ability to work independently as well as collaborate effectively within a team.</li> <li>• Experience handling confidential matters and information with discretion</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>• \$14.00-\$29.70 per hour; 40 hours per week; 80 hours per pay period. Exact pay rate is dependent upon qualifications and experience.</li> <li>• Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance.</li> <li>• Paid holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.</li> <li>• Employer sponsored health insurance including vision, dental, and life insurance options.</li> <li>• Ohio Public Employees Retirement System (OPERS).</li> </ul>
Equity & Inclusion	<p>The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status.</p>
Application	<p>This position was posted 05/22/2024. To apply, candidates should submit a cover letter and resume in PDF format to <a href="mailto:humanresources@seuclid.com">humanresources@seuclid.com</a>. No phone calls please. This position will remain open until filled.</p>