T h e   V i l l a g e   o f   C u y a h o g a   H e i g h t s

The Village of Cuyahoga Heights has an immediate opening for a full-time position in the Finance Department. This individual must be a master multi-tasker with excellent communication and organizational skills. The position is designed to serve as a staff accountant and direct support to the Chief Fiscal Officer. The ideal candidate will be responsible for payroll, accounts payable, revenue, tax reporting, pension reporting, cataloging legislation, verifying contracts, meeting agendas, meeting minutes, technology liaison, assist with community events, and administrative support to the CFO/Village Hall. Must have the ability to prioritize their workload and perform responsibilities with the highest level of confidentiality. To be successful, the individual must have vast knowledge of Accounting Software (VIP/Egov preferred), Microsoft Excel, Microsoft Word, SmartSheets, social media, and advance technology skills.

Preferred requirements: bachelor's degree OR eight years municipal/nonprofit payroll and accounting experience

Minimum requirements: associates degree with two years of payroll and accounting experience, OR six years strong payroll and accounting experience

The Village offers a competitive benefits package including; OPERS pension plan, pension pick-up of 4.5%, paid vacation, paid sick time, and health/vision/dental/life insurance for all full-time employees. Employees are responsible for 5% of the insurance premiums paid through a bi-weekly payroll deduction. Compensation based on education and experience. For further information on benefits and paid time off please visit www.cuyahogaheights.com to review the Village of Cuyahoga Heights Codified Ordinances.

 If you are interested in the position,
visit https://www.cuyahogaheights.com/employment/ to download an application.
Please email completed application and qualifications to hr@cuyahogaheights.com or
mail/drop off at Village Hall, 4863 E.71st Street, Cuyahoga Heights Monday-Friday
(8:00am-12:00pm and 1:00pm-4:30pm).