**Finance Assistant**

**$23.26-$32.56/hr.**

The City of Riverside is accepting applications for a highly motivated and skilled Finance Assistant to join our team. Under the direction of the Finance Director, the Finance Assistant will support the finance department in various administrative and financial tasks. This role is essential in ensuring the smooth operation of our financial processes and maintaining accurate financial records. The ideal candidate will have a strong attention to detail, excellent organizational skills, and a willingness to learn and grow within the organization.

**Key Responsibilities:**

* Processes citywide payroll including tax, pension and voluntary deduction reporting and payment; audits invoices for payment and prepares monthly, quarterly, and yearly reports, as needed; processes invoices through payment cycle and maintains vendor files; processes, approves and audits vouchers covering expenditures, purchase orders, and contracts; maintains compliance with Ohio Revised Code, City Code and Bargaining Unit Agreements for all payments and reporting; performs nuisance abatement and mowing invoicing.
* Provides quality customer service and assistance to members of the public; resolves customer issues when possible and appropriate.
* Researches fiscal-related problems and/or inefficiencies of city departments; analyzes and provides recommendations to resolve or alleviate problems and/or inefficiencies; coordinates accounting efforts with internal team members, external shareholders, and vendors; follows up on request to/from supervisors, employees, council members, citizens and vendors, as needed.
* Assists Director of Finance and other department heads in asset control measures; assists in the development and maintenance of accounting manuals for use by city departments; assists in the preparation and maintenance of the city's budget and revenue projection; assists in preparation of monthly, quarterly, annual, and other reports as required; assists with bank reconciliation process.
* Confers on and assists in training personnel from city departments to ensure smooth functioning of newly implemented accounting systems and procedures.
* Demonstrates regular and predictable attendance; prioritizes daily work independently; demonstrates initiative; demonstrates ability and willingness to participate in continual education programs relevant to position.

**Typical Qualifications:**

* High School diploma or possession of a GED certificate and/or one (1) or more years of related experience in accounting; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities to perform the essential functions of this position.

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**How to Apply:**

All of those interested in joining a dynamic team are invited to submit an application at [Job Opportunities | Sorted by Job Title ascending | City of Riverside, OH Careers (governmentjobs.com)](https://www.governmentjobs.com/careers/cityofriversideoh/).

*At the City of Riverside, we are committed to fostering an inclusive and diverse workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*