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HUDSON



JOB OPPORTUNITY

Accountant

Current Salary Range (J): \$69,492.80 - \$110,531.20 (depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is seeking a regular full-time Accountant to perform professional accounting work assisting in the maintenance, compilation, verification and reconciliation of financial and accounting records in areas such as general accounting, payroll and utility billing. Ensures application of finance related Charter, resolutions, ordinances and Ohio Revised Code when applicable. Work is performed under the general direction of the Assistant Finance Director. Work is reviewed for accuracy and completeness through meetings, conferences, reports and the annual performance review. Supervise staff as directed.

Minimum Qualifications

Please review the minimum qualifications section on the attached job description.

How to Apply

Employment application forms may be download [here](#) and the full job description can be found at www.hudson.oh.us/HumanResources. City of Hudson employees must complete the Promotional/Transfer Application form. Completed employment application or promotional application with resume attached must be submitted by email to HumanResources@hudson.oh.us or fax to (330) 342-1794. Please reference in the subject line: Accountant. Completed applications are due **no later than 4:00 p.m. on Monday, March 17, 2025**. EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 02/25/2025

City of Hudson, Ohio

ACCOUNTANT

FLSA Status: E

Non-bargaining

Updated: 02/25/2025

CLASS SUMMARY

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ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Processes requisitions approved for issuance submitted from all departments/divisions and enters order information into the computer; creates purchase orders.

Processes collection and distribution of receipts for all funds.

Assists in maintaining integrity of data in accounting, payroll and utility billing systems.

Assists with regular monthly closing activities, such as reconciling reports, processing accounting and budget amendment revision transactions, interfund transfers, interfund charges and interfund credits.

Maintains accounting and other financial records in accordance with retention policies.

Completes questionnaires and other survey requests; assists with special projects and development of procedure manuals.

Works with City departments to answer financial related questions.

Assists with monthly and yearly City financial reports.

Assists in the financial audit and other regulatory processes.

Maintains accurate, easily accessible records.

Must establish and maintain effective working relationships with City staff, superiors, contractors and the general public.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

Performs all other related duties as required and assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

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Work is performed in an office setting or at a workstation. The position requires occasional standing, walking, bending, and lifting/carrying work-related items weighing under 25 pounds, such as papers, ledgers, books, and office supplies.

While performing the duties of this position, the employee is required to perform data entry and other computer functions for extended periods of time. Detailed and accurate data entry is required.

Work involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing job duties

MINIMUM QUALIFICATIONS

Work requires possession of a Bachelor's degree in accounting, business administration or related field, and some responsible accounting or similar experience (government/public sector preferred) involving the compilation of reports and the maintenance of financial records; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of general accepted accounting practices and auditing standards as well as applicable state and local statutes.

Knowledge of principles of municipal accounting and finance.

Knowledge of audit practices.

Knowledge of automated accounting systems utilizing personal computers.

Knowledge of or demonstrated ability to quickly learn all functions of minicomputer based accounting, payroll and utility billing systems.

Knowledge of comparative mathematics

Skills in use of personal computers and use of electronic spreadsheets and word processing programs.

Ability to use automated office equipment and related products.

Ability to analyze proposed transactions with respect to correctness, read and comprehend simple instructions, short correspondence and memos, write simple correspondence

Ability to establish and maintain effective working relationships within the assigned department, with other departments, employees and the general public.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with City staff, superiors, contractors and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

None Required, CPA desirable.