



Accountant

The City of Centerville, Ohio is a “warm & cheerful” community with a population of approximately 24,000 located eight miles southeast of Dayton in Montgomery County. Centerville is seeking qualified candidates for the full-time position of Accountant. The Centerville community boasts bustling business centers, nationally-recognized public and private schools, hundreds of recreational and athletic programs, miles of hiking/biking trails, more than 50 parks, a renowned municipal golf course The Golf Club at Yankee Trace, beautiful Victorian homestead Benham’s Grove, the nationally-accredited Centerville Police Department, fine dining, upscale shopping and the charming historic Uptown. The City of Centerville is a Council-Manager form of government dedicated to delivering exceptional services through thoughtful governance to ensure progress and stability.

Job Responsibilities:

- Maintain files for all revenue and expenditure accounts. Prepares general ledger entries for the accounting system, including fund transfers, interest allocations, and reclassifications for misposted revenue/expense transactions.
- Compile monthly, quarterly, and annual reports for several funds; informs individual departments of fund balances.
- Produce cost studies and other reports as needed by the Finance Director and the City Manager.
- Assist in the preparation of the City's GAAP financial statements.
- Participate in the annual budget development, including meeting with individual department heads.
- Assist in the purchasing function for the City; develop and issue reports of purchasing activities; monitors compliance in respect to prevailing wage.
- Perform other technical work related to the City’s purchasing function.
- Assist with the management of inventory records of City-owned property. Conduct periodic audits of inventory records to ensure accuracy for fixed asset reporting.
- Reconcile bank statements.
- Prepare reports, including quarterly tax returns and year-end reconciliations.
- Provide in-depth financial analysis and recommendation about budgets, procurement, contracts, tax, and other finance related items to the Finance Director and other City leadership.
- Assist the City with audit processes and procedures.

Preferred Qualifications:

- Bachelor’s degree in public or business administration, public administration, or related field
- Any combination of education and experience which provides the desired knowledge, skills and abilities.

Recruitment Process:

Select finalists must submit to a thorough pre-employment process, which will include a background check, pre-employment physical and pre-employment drug screen. Please direct any related inquiries to the Centerville Human Resources Department.

Apply:

Please follow the link below to apply for the Accountant position: [Accountant | Employment Opportunities | City of Centerville](#)

If you have any questions, please contact the HR Department at personnel@centervilleohio.gov or call (937) 428-4715.