

The City of Kettering's Finance Department is recruiting to fill the position of:

Full-Time Finance Technician I-Accounting

- \$25.59 to \$36.35 per hour
- Vacation, Sick leave and Holiday pay
- Medical, dental, vision, and life insurance
- OPERS retirement

Candidates who are interested in this opportunity should apply via our online application portal at [www.ketteringoh.org/jobs](http://www.ketteringoh.org/jobs) and attach a resume and cover letter.

**Submission deadline is 5 p.m. (EDT) on Monday, May 25, 2026.**

The City of Kettering's Finance Department is recruiting to fill the full-time position of Finance Technician I-Accounting. This position performs detailed technical work in accordance with established City and departmental policies and procedures and governmental accounting rules. The Finance Technician I-Accounting must demonstrate the ability and willingness to learn and execute increasingly difficult assignments while working in a fast-paced environment. This position classification is in the Non-competitive Classified Civil Service and works under the general supervision of the Finance management-level staff.

**Qualifications:**

The **Finance Technician I-Accounting** position serves as the primary customer-facing contact in the Finance office, assisting City staff members and the general public with various inquiries and payment processing. The position performs data entry to record cash receipts, ensures that accurate general ledger coding and appropriate supporting documentation is obtained. The position classifies receipts and expenditures according to standing accounting classifications, processes travel requests in accordance with established policies and practices and works directly with the City's travel agent to review statements for appropriate travel charges and resolves disputes. Other duties include maintains listing of city-owned parcels, coordinates approvals and purchase requisitions for semi-annual county property tax payments. This position must have a strong working knowledge of accounting methods, terminology, principles and procedures. Strong verbal and written communication skills, including the ability to communicate effectively with outside vendors, the public and City staff are required. A degree in Accounting or a related field is preferred or any equivalent combination of experience and training which demonstrates the required knowledge, skills and abilities to perform increasingly complex accounting work in the governmental environment.

**Equal Opportunity Employer**