



MAPLE HEIGHTS JOB OPENING

FINANCE DEPARTMENT – FINANCE SPECIALIST

The City of Maple Heights is accepting applications for a full-time finance professional to join our dynamic team. This position reports to the Finance Director and interacts daily with City staff, vendors, and the general public. This is an in-office position, working at Maple Heights City Hall, Monday - Friday.

Responsibilities: The Finance Specialist is responsible for a variety of duties that support the City's financial operations, including but not limited to processing purchase orders, invoices, payments, and expenditures. Tracking purchase orders, reconciling processed payments, and preparing account analyses and monthly financial reports. Managing payroll functions, including reviewing time entries, processing payroll, and ensuring compliance with relevant laws and regulations. Providing support during audits, verifying expense reports, and addressing inquiries from vendors and others regarding payments or payroll. Researching and recommending options for improving processes and ensuring accuracy in financial transactions. Cross-training in various finance functions to provide support across the department as needed. Performing other duties as assigned.

Experience: At least 3 years related experience **or an equivalent combination of education, experience and training** that corresponds with the job responsibilities (required). Auditing experience (preferred). Experience with Software Solutions Inc. Visual Intelligence Portfolio- VIP (preferred).

Qualifications: High School Diploma or equivalent (required), Associates Degree in Accounting, or closely related field (preferred). Knowledge of Government/Fund Accounting (preferred). Strong understanding of basic bookkeeping and accounting practices, with proficiency in Microsoft Office (Excel and Word) and experience with data entry.

The ideal candidate will possess excellent organization and time management skills, analytical and problem-solving ability, and verbal and written communication skills. They must also demonstrate the ability to work independently and collaboratively, prioritize and meet deadlines, and manage processes and data accurately.

Note: The City is willing to train the right candidate who demonstrates a strong work ethic, eagerness to learn, and the potential to excel in this role. If you are motivated and capable of contributing to our team, we encourage you to apply, even if you do not meet every listed requirement. The City conducts pre-hire background checks and drug screening.

Pay rate: This is a non-exempt position with a pay range of \$19.23- \$33.93 per hour, commensurate with experience.

Applications are available at www.CityMapleHeights.com and at City Hall - 5353 Lee Road, Maple Heights, OH 44137. Applications, resumes and cover letters can be submitted to City Hall or emailed to HR@MapleHeightsOhio.com. Position will remain open until filled.

EOE, drug/smoke-free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY