



**THE CITY OF WOOSTER, OHIO IS NOW ACCEPTING APPLICATIONS FOR
ACCOUNTANT – ACCOUNTS PAYABLE AND PAYROLL**

The Accountant position as a member of the finance team will ensure accurate processing, recording, maintenance, operation and continuous improvement of various City accounting/finance/reporting systems. The core focus of this position will be accounts payable and payroll.

MINIMUM QUALIFICATIONS: Qualified candidates must have a Bachelor's degree from an accredited college/university in accounting or closely related field and a valid motor vehicle license issued by the State of Ohio. Must meet insurability guidelines. Candidates must have work experience using computers and knowledge of Microsoft Office Products and Google Products. Previous work experience in accounts payable or payroll is preferred. Qualified candidates will be able to resolve complex issues, be able to accurately enter data into multiple computer programs, have excellent customer service skills, have the ability to make decisions and use good judgment, and have excellent interpersonal and communication skills.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. Applications will be accepted until the position is filled. Applicants are required to complete an application for consideration. Applicants are also encouraged to include a resume with their application.

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