OPEN POSITION

Assistant to the Fiscal Officer/Accounting & Budget Manager

Delhi Township, OH

Date Posted: January 26, 2017

Deadline to Apply: First review of applications: February 17, 2017. Position will remain open until filled.

Salary: $24.04 - $29.81 per hour, DOQ

Job Title: Assistant to the Fiscal Officer/ Accounting & Budget Manager

Position Type: Full Time

Job Location: 934 Neeb Road
Cincinnati OH 45233

Delhi Township, located in the western portion of Hamilton County, has an immediate need to fill the position of Assistant to the Fiscal Officer/ Accounting & Budget Manager. This position is responsible for the daily operation of the township's accounting and financial functions, which includes performing accounting and financial analyses and assisting in preparing and compiling budget and financial reports. This position maintains internal accounting controls and oversees preparation and submission of required reports to other governmental agencies. This position requires a thorough knowledge of the principals of fund accounting and experience with computerized financial systems. Must have the knowledge necessary to comply with Government Fund Accounting requirements and be proficient in Microsoft Office software applications, including Word, Excel, Access, and Outlook. A Bachelor's Degree with coursework in accounting, finance or related field is preferred. Must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier.

How to Apply:

Submit cover letter, resume and employment application to the following address. First review of applications will be February 17, 2017, with position remaining open until filled. Application and full job description can be downloaded from township website www.delhi.oh.us.

Delhi Township
934 Neeb Road
Cincinnati, OH 45233
Attn.: Human Resources Department

DELHI TOWNSHIP
THE FLORAL PARADISE OF OHIO