



Accounting Specialist

The City of Powell is seeking a detail-oriented and highly organized Accounting Specialist to join our Finance Department. Reporting to the Assistant Finance Director, this position plays a key role in financial, administrative, and clerical services, including vendor payments, transaction reconciliation, and payroll backup support.

Starting Salary

- \$25.00 - \$35.00 per hour

Benefits

- Medical, dental, vision, and prescription coverage for employees and eligible dependents, effective on day one (1) of employment.
- The City contributes up to 85% of the deductible to the employee's HSA account.
- Paid Time Off: 13 paid holidays, sick leave, and vacation leave. Prior service credit is applied when calculating vacation accrual.
- Retention incentive pay after 4 years of continuous service.
- Life insurance and accidental death & dismemberment coverage at one (1) times annual earnings (up to \$100,000) provided at no cost.
- Participation in the Ohio Public Employees Retirement System (OPERS).

Key Responsibilities

- Process and reconcile vendor payments, invoices, and expenses.
- Review requisitions and purchase orders, ensuring accuracy and compliance.
- Maintain financial records, enter data, and verify transactions.
- Reconcile monthly credit card statements and ensure adherence to purchasing policies.
- Support the annual financial audit process by providing necessary documentation.
- Investigate and resolve discrepancies in vendor accounts and statements.
- Prepare vendor payment packets for supervisory review.
- Serve as a backup for citywide payroll processing, including tax, pension, and voluntary deduction reporting.
- Assist in reviewing time sheets and identifying payroll discrepancies.
- Maintain financial records and ensure proper document filing.

Qualifications:

- Associate's degree in Accounting a related field.
- Three (3) years of experience in accounts payable and data processing.
- High level of accuracy in financial data entry and reconciliation.
- Analytical and decision-making skills to identify errors and take corrective action.

Why Join Us?

At the City of Powell, we are committed to excellence in public service. We offer a collaborative work environment, competitive compensation, and opportunities for professional growth. If you have a strong accounting background and a passion for accuracy and efficiency, we encourage you to apply!

How to Apply

A complete job description and application are available on the City of Powell's Employment Opportunities website at <https://www.cityofpowell.us/About-Us/Careers>.

Interested candidates should submit their resume to the Human Resources Department at jnahvi@cityofpowell.us.

The City of Powell is an Equal Opportunity Employer