

**City of Bedford, Ohio**  
**Assistant Finance Director**  
**POSITION**

**NATURE OF WORK**

This is a technical/professional position that includes substantial government accounting work in the creation of entries leading to monthly reports, and assisting with preparation of the Comprehensive Annual Financial Report (CAFR). Some of the related duties include: recording of revenues, various reimbursements, 1099 reporting, bank reconciliation assistance, cash flow schedules, expenditures and fixed assets for all City departments.

See the detailed job description on our website: <http://www.bedfordoh.gov/>

***Qualifications:***

A minimum Associate's degree in Accounting (Bachelor's degree and Government Accounting experience 1-3 years preferred)

Excellent Computer Knowledge (Excel spreadsheets) and Knowledge of Microsoft Office Software products

Ability to learn assignments readily, Ability to maintain effective working relationships with other employees, supervisors, and the general public.

Knowledge of standard office equipment (Computer Copiers, typewriter and calculator).

Ability to maintain accurate required records timely.

Please send resume with cover letter to:

City of Bedford, Attn: Finance Director, 165 Center Road Bedford, Ohio 44146

The City of Bedford is an Equal Opportunity/Disabled/Veterans Employer