



Internal/External Posting: **Accounting Specialist**

Classification: Salaried, Non-Exempt
Salary Grade 22
Anticipated starting salary range \$40,064-\$50,051

Benefits: Ohio Public Employees Retirement System, Administrative Benefits Package

Profile: Assists finance department by supporting payroll processing and purchasing. Help manage accounts payable and performing additional accounting functions.

Qualifications: Expertise in accounting principles, typically obtained through related formal training at the associate's degree level or equivalent. Demonstrated attention to detail; strong requirement for accuracy. Demonstrated understanding of basic accounting and bookkeeping concepts, classifying and grouping of accounts and application of accounting and budgeting concepts. Knowledge of Tyler Munis, ExecuTime, Banner and Kronos Dimensions Systems is desired. Ability to perform basic mathematics accurately by hand or electronically. Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, trust and consistency.

Conditions of Continued Employment: Must successfully complete a one-year probationary period.

Contact: Please submit a letter of interest and resume in PDF or WORD format to: employment@summitmetroparks.org

Posting Date: March 19, 2024
Closing Date: Open until filled or withdrawn.