



### Finance Associate

Miami Township, Clermont County, Ohio is accepting resumes for the full-time position of Finance Associate. This position reports to the Finance Director with primary responsibilities for preparing the Township bi-weekly payroll and processing purchase requisitions for payments to vendors. This position reviews the purchasing process for proper account distribution; reconciliation of vendor invoices; documents and updates account payable procedures; and prepares monthly OPERS and OP&F reports.

A high school diploma or equivalent is required; an Associate's Degree in accounting or finance is preferred. Two years of progressively responsible accounting or finance work is required. Experience with government accounting theory at a local government or public school district is preferred. Must be able to obtain and maintain a bond. This position is hourly with a salary range of \$21.00 - \$28.00 per hour. Job description is available online at [www.miamitwpoh.gov](http://www.miamitwpoh.gov). Send resume and cover letter to: Finance Associate job search, Miami Township, 6101 Meijer Drive, Milford, OH 45150 by 4:30 p.m. July 21, 2017. Miami Township is an equal opportunity employer and a drug/alcohol free workplace.