

## Hamilton County Auditor

**Position:** Accountant

**Department:** Finance

**Deadline to Apply:** Open Until Filled

**Work Hours:** Full Time - 1<sup>st</sup> Shift, 80 hours biweekly

**Starting Salary:** Varies based on experience

Note: Applicants for this position are subject to a background check and must complete a 6-month probationary period.

### **Job Duties (Summary):**

- Prepare and interpret complex financial documents.
- Produce general ledger entries.
- Verify and analyze accounting system data.
- Apply governmental generally accepted accounting principles (GAAP).
- Communicate with numerous Hamilton County agencies.

### **Requirements:**

- Post-secondary education with coursework in accounting (degree preferred)
- Ability to prepare financial reports and reconciliations
- Demonstrated problem-solving skills
- Predictable and reliable attendance
- Solid communication, organizational and analytical skills
- Governmental fund accounting experience a plus

### **Physical Demands & Work Environment:**

- Excellent computer skills
- Efficiency in working with others within the office
- Ability to use standard office equipment

### **Contact Information:**

Send cover letter and resume with salary requirement to Hamilton County Auditor Dusty Rhodes, 138 E. Court St., Rm 304A, Cincinnati, Ohio 45202, Attn: Amy Humphrey, or email Ms. Humphrey at [HRAccountant@auditor.hamilton-co.org](mailto:HRAccountant@auditor.hamilton-co.org). An Equal Opportunity Employer.