

The City of Shelby is accepting applications for Administrative Assistant in the Finance Department. This position reports to the Director of Finance and the responsibilities include: preparing payroll; processing all necessary monthly, quarterly, and annual reports and payments related to payroll systems and payroll taxes; maintaining general ledger transaction records and monthly general ledger reconciliation; with accounts payable and accounts receivable; and preparing and working independently on special projects as requested by the Finance Director. This position will require an associate's degree in accounting or bachelor's degree in business, or applicable work experience in financial accounting. Applications may be obtained online at <http://www.shelbycity.oh.gov/employment> or picked up at Shelby City Hall, 43 W. Main Street, Shelby, Ohio. Completed applications must be received by 4:30 pm on March 28, 2016.