

CITY OF MASSILLON AUDITOR'S OFFICE

DEPUTY AUDITOR

Monday-Friday 8:00a-4:00p

JOB DUTIES

- Prepare and track utility bills for payment
- Monthly bank balancing and reconciliation
- Prepare property taxes for payment twice a year
- Prepare and post unclaimed funds on a yearly basis
- Back up payroll processing
- Order supplies for department
- Answer phones and disburse mail to departments
- Process EMS payments
- Track State Fraud Training for all city employees
- Compile department's year-end inventory records
- Other duties as assigned

QUALIFICATIONS

- Reliable and Dependable
- Strong work ethic and willingness to learn
- Exceptional organizational skills and meticulous attention to detail
- Ability to maintain professionalism and confidentiality
- Working knowledge of Microsoft Excel and Word

To apply, send your resume, a cover letter and two references to:

CITY OF MASSILLON, Attn: Auditor's Office, One James Duncan Plaza, Massillon, OH 44646 or email to smyers@massillonohio.gov

FOR QUESTIONS: please contact the Auditor's office at 330-830-1706.