



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: September 25, 2025

CITY OF MENTOR ACCOUNTING ASSISTANT

The City of Mentor is seeking an individual to work as an *Accounting Assistant* in the Finance Department. This full-time, non-exempt position will be responsible for a broad range of accounting duties. The initial assignment is in the accounts receivable area and could include accounts payable as well as other finance responsibilities. Excellent customer service and computer skills are required with demonstrated proficiency in the use of Microsoft Office programs. High School graduate (GED) and valid driver's license are required. Some college-level course work in accounting/finance is preferred.

Anticipated starting salary range is \$40,000 – \$55,000 (DOQ) and includes a comprehensive benefit package.

For additional details and to apply online, visit www.workformentor.com. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be reviewed upon receipt, and the position will remain open until filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status. EOE/ADA