



# City of Mentor

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

## ***JOB OPPORTUNITY***

**DATE POSTED:** January 26, 2024

### **ACCOUNTING ASSISTANT FULL-TIME**

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 cash receipts 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 supplemented by college-level course work in accounting/finance is preferred.

***Anticipated Starting Salary Pay Range: \$40,000 - \$50,000***

Please apply online at <https://cityofmentor.com/employment>. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Application will be accepted until the position is filled.

***Applications will be reviewed upon receipt and will be accepted until the position is 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