



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: December 8, 2023

ACCOUNTING SUPERVISOR FULL-TIME

The City of Mentor is seeking a full-time Accounting Supervisor to work in the Finance Dept. Work involves supervision of staff, project management and hands-on work in varied accounting functions. Primary job duties include supervision of all payroll processes. Must be able to work well with financial application software programs and have the capability to investigate, test functionality and implement software solutions. Must be a self-starter with the ability to produce accurate work. Previous payroll and supervisory experience along with excellent written and verbal communication skills are required.

Annual Salary Range Starts: \$51,223

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.

Position Will Remain Open Until Filled – applications/resumes will be reviewed upon receipt.

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