



JOB OPENING

JOB TITLE	Sr. Accountant (City Hall)
POSTING DATE	May 22, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Finance/Accounting
EMPLOYEE GROUP	TPOAM
EMPLOYMENT STATUS	Full-Time, Regular
START DATE & WORK SCHEDULE	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m. (overtime as needed)
PAY RATE	\$ 73,778 - \$ 83,777
PREVIOUS WORK EXPERIENCE	Minimum five years of progressively responsible experience in governmental accounting and Federal grant related experience.
EDUCATION:	Bachelor's degree in accounting or finance, or a closely related degree, from an accredited college or university. (CPA preferred).
SPECIAL SKILLS & TRAINING	Proficient in the use of Microsoft Office applications, especially Excel and experience using computerized financial, accounting, and payable systems. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Must exhibit good oral and written communication skills and be able to work with minimal supervision.
BASIC RESPONSIBILITIES	Performs professional accounting tasks and financial analysis functions to ensure the fiscal integrity of the City through the maintenance and review of fiscal accounts. May be assigned to any variety of specialty areas such as grant administration, retirement, budget, investment tracking, HR benefit review, prepare miscellaneous receivables, and/or audit process. Employees in this class maintain complex fiscal records, applying professional accounting principles and methods. General supervision is received from Finance Director and Assistant Finance Director, but independent judgment and initiative is required in the solution of professional accounting problems.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.