



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Bookkeeper **DATE POSTED:** 08/16/2016
DEPARTMENT: Controller **DATE CLOSED:** 08/23/2016
SALARY: \$36,020 annually
HOURS: 8:30 AM to 4:45 PM

DEFINITION: This position performs a variety of complex accounting duties inclusive of the full cycle of general ledger accounting, including journal entries, preparing financial statements, reviewing records, monitoring funds, and reconciling transactions.

ESSENTIAL FUNCTIONS:

Maintain supporting journals, and modules of the general ledger, including posting and balancing. Assist the Accountant as needed.

QUALIFICATIONS:

1. High School diploma or GED
2. Valid Driver's License
3. Must pass pre-employment drug screen
4. Accounting experience with progressively responsible full-cycle general ledger professional accounting.
5. Bachelor's degree in accounting, finance or related field preferred.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.