

10-2-25

Posted

## **JOB POSTING**

### **Finance/HR Director**

The City of Harrah is accepting applications for full-time Finance/HR Director.

Applicants must meet the following minimum qualifications:

- Bachelor's degree in Accounting Finance, Public or Business Administration with emphasis in Human Resources; and at least three years of experience in professional governmental accounting, auditing or budgeting
- OR Bachelor's degree in Human Resources with emphasis in Finance or Business Administration; and at least 3 years of experience in professional governmental accounting, auditing or budgeting
- Considerable knowledge of the principles, methods, and practices of governmental accounting, finance, budgeting, and reporting; knowledge of the principles and practices of auditing, cash management, payroll and personnel management
- Skill in the application of modern methods of computerized data processing to governmental accounting, auditing, payroll and cash management systems; skill in analyzing, interpreting and reporting governmental fiscal and financial data; skill in applying the principles of governmental accounting to the maintenance of efficient and effective accounting/audit systems
- Must be able to pass **background check, Drug Screen and Preplacement Physical**

**This position is classified as a salary position-exempt from overtime.**

#### **Benefits:**

Paid Health, Dental, Vision & Life Insurance

Retirement with OkMRF-Defined Benefit Plan and Defined Contribution Plan

Paid time off to include: Vacation, Sick and Holiday's

Please see a copy of the detailed Job Description and Application on the City of Harrah website at [www.cityofharrah.com](http://www.cityofharrah.com) under the Careers tab at the top left corner of the home page.

#### **To apply, please submit the following items:**

- **Cover letter**
- **Resume**
- **Application**
- **Signed copy of Job Description**

**All documents MUST be returned to:**

Email to [financedirector@cityofharrah.com](mailto:financedirector@cityofharrah.com) OR

City of Harrah, Attn: Human Resources, PO Box 636, Harrah, OK 73045 OR

Hand Delivered to Harrah City Hall, 19625 NE 23<sup>rd</sup> St, Harrah, OK 73045

**The deadline for accepting applications is Friday, October 31, 2025 @ 11:00 am.**

Applications will be reviewed beginning November 3, 2025.

The City of Harrah is a Drug Free EOE.