

2-19-26

Posted

JOB POSTING

Human Resources Director

The City of Harrah is accepting applications for full-time Human Resources Director.

Applicants must meet the following minimum qualifications:

- 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
- Ability to plan and organize activities; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with other personnel, other departments and other division personnel, City management, ability to coordinate multiple projects.
- Skill in the application of modern methods of computerized data processing skill in analyzing, interpreting and reporting governmental fiscal and financial data.
- 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 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 OR

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

Hand Delivered to Harrah City Hall, 19625 NE 23rd St, Harrah, OK 73045

Applications will be accepted until the position is filled.

The City of Harrah is a Drug Free EOE.