

ACCOUNT CLERK 1

FULL-TIME

The Sanitary Engineer seeks a full-time Account Clerk 1 for the Sewer & Water Accounting Division located at the main office, 791 W. Smith Road, Medina.

Responsibilities:

General clerical tasks (i.e. phone work, typing, filing, copy work, processing of data, logs, operates computer related office machines). Specialized clerical tasks (i.e. requiring use of multiple computations, cross referencing data, and variety of other procedures where absolute accuracy is required).

Assists Fiscal Officer 1 with entering and figuring payroll, invoicing, bookkeeping, recording transactions, accounts receivable and inventory. Back-up for accounts payable and may review and process invoices, receipts and vouchers, checks for appropriate signatures, matches purchase orders with invoices, sorts alphabetically by vender.

Qualifications:

High school diploma or GED. Accounting knowledge and/or accounting classes helpful with 6 months experience in data processing procedures and accounting. Working knowledge of computers and excel spreadsheets a plus.

Hours: Monday – Friday, 8:00 a.m.– 4:30 p.m.

Hourly rate: \$15.50 - (.50¢ after probationary period)

Apply to: Medina County Sanitary Engineer
Attn: Christine Hegarty
791 W. Smith Road
Medina, Ohio 44256
email: chegarty@medinaco.org