



JOIN US!

Cuyahoga County's Fiscal Department SENIOR ACCOUNT CLERK HIRING EVENT!

WEDNESDAY, NOVEMBER 16th from 1:00pm – 5:00pm

Location: Westshore Neighborhood Center
9830 Lorain Avenue, Cleveland Ohio 44102

Starting Wage: **\$17.18** / hour + Comprehensive Benefit Package

Job Seekers Can:

Apply for the position, test for position, and be interviewed *on-site*

Meet Fiscal staff *on-site* to learn about the job

Have a background screening conducted *on-site*

Note: Please allow for up to 90 minutes from arrival to conclusion

Applicants must:

Bring a valid photo identification

Have a high school diploma or equivalent and two years of work experience.

Senior Account Clerks are instrumental to the success of operations within the Fiscal Department including Treasury, Transfer & Recording and Appraisal.

Work is interactive and customer service driven with different opportunities for growth.

Job Duties:

- Prepares cash financial reports and statements for authorization: utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format
- Maintains financial accounts and financial records: reviews and processes vouchers and reimbursement requests, performs monthly reconciliation of bank statement to computer application by balancing advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests
- Assists with budget preparation and quarterly and annual cost reports: retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials).
- Performs related clerical duties: types documents, files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies

Perks & Benefits:

- Schedule: Monday – Friday, 8:30am – 4:30pm
- Advancement Opportunities are available within the Fiscal Department and the County.
- Medical, Dental, Vision, Life Insurance
- Generous Vacation, Sick Time, 12 Paid Holidays
- Ohio Public Employees Retirement System
- Tuition Reimbursement
- Compensated Employee Wellness Program