

ACCOUNTING CLERK

The City of Chardon, Ohio is seeking to fill a full-time Accounting Clerk position with varied responsibilities including utility billing, payroll, accounts payable and accounts receivable. Candidates for consideration must be able to work with customers and the general public, think critically, be detail-oriented, enjoy working with numbers, and have the ability to manage multiple tasks in a fast-paced work environment. The successful applicant must also be willing to work in a collaborative, team-oriented environment that actively supports all departments to achieve desired goals.

A high school diploma and minimum of six (6) months of data entry, clerical, and governmental customer service is required, or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job. The current starting salary for this position is \$23.00/hr.

Application and a full job description can be found online at www.chardon.cc/employment or at the City of Chardon Human Resources office located at 111 Water Street, Chardon, Ohio 44024. To be considered for the position, you must submit a resume and completed employment application to Heidi Delaney, Deputy HR/Finance Director at the above address or email to hdelaney@chardon.cc. This position will remain open until filled.

The City of Chardon is an equal opportunity employer.