

Applications are being accepted for a full-time Supervisor position in the Bookkeeping Department of the Lorain County Auditor's Office.

Responsibilities include (but not limited to) the following:

- Performs variety of accounting functions including entering actual and budget ledger journals, auditing and processing payment requests, managing the County's chart of accounts, daily, monthly and annual reconciliations and closing of books, and issuing of annual 1099s to vendors.
- Maintains fiscal records in accordance with established records retention policy.
- Coordinates staff and establish workflows that ensure all deadlines are met and all service levels stay within an acceptable standard.
- Assists in further development of departmental policies and procedures with an eye towards efficiency and innovation.
- Serves as a positive representative of the Auditor's Office and as a liaison with other County Departments and Agencies.
- Completes special projects as necessary including forthcoming general ledger system conversion.

Knowledge and Experience:

- Bachelor's degree (preferred) in accounting, finance, or other related discipline.
- A strong understanding of accounting principles is necessary.
- Prior experience in supervising a staff of four or more, preferred.
- Prior governmental accounting experience, preferred.
- Working knowledge of Oracle Financials including Oracle NetSuite for Governments, strongly desired.
- Clear verbal and written communications are required.
- Ability to work independently and on multiple projects simultaneously.

Position will work directly with Assistant Comptroller, Comptroller and Chief Deputy of Finance.

Excellent health, dental, prescription drug and vision plan; paid vacation and sick days; outstanding retirement plan and longevity. Position is located in Elyria, Ohio and due to current budget cuts, consists of a 32-hour work week, Monday through Thursday 8:00am to 4:30pm. Once budget is restored, position will return to a 40-hour work week, Monday through Friday 8:00am to 4:30am with overtime applicable when necessary. Employees will receive their full health benefits throughout reduced work hours. For consideration, please email resume, including salary history and requirements to: auditor@lcauditor.com.