

**ACCOUNTING CLERK
CITY OF PATASKALA, OHIO**

The City of Pataskala is seeking qualified candidates for the full-time position of **Accounting Clerk**. Applicants should have prior experience with accounts payable/receivable, general ledger accounting, and payroll administration. The ideal candidate would possess working knowledge of governmental accounting and purchasing processes, ability to prepare basic financial reports, capital asset tracking and the ability to be bonded. A complete job description and employment application can be found on the city's website (<http://www.cityofpataskalaohio.gov/city-of-pataskala-careers/>). Interested candidates must submit a copy of the city's employment application, a current resume, and 3-5 professional (non-personal) references on or before 12:00 pm on Friday, November 13, 2020 to James M. Nicholson, Finance Director, City of Pataskala, 621 W Broad St, Suite 1-D, Pataskala, Ohio 43062. Apply by email to hr@ci.pataskala.oh.us, subject: 'Accounting Clerk'. Pre-employment drug, credit and background checks required.

The City of Pataskala is an Equal Opportunity Employer