

Village of Glendale, Ohio
Job Posting

Accounting Clerk

This full-time position works under the direction and supervision of the Executive Finance Assistant. This position is responsible for the accurate organization, posting and reporting of the day-to-day financial operations and records of the Village of Glendale. This position also provides accounting and other clerical assistance to the Executive Finance Assistant.

Responsibilities

- Provide accounting support to the Executive Finance Assistant through accurate posting journal entries and other data related to the day-to-day financial activities of the Village of Glendale, including revenues, appropriations and expenditures in accordance with the requirements of the Village and Auditor of State
- Prepare accurate reporting on financial activities for use by the Executive Finance Assistant and Village Administrator
- Organize and process Village financial documentation, including receipts, purchase requisitions, purchase orders, invoices and check vouchers under supervision of the Executive Finance Assistant
- Other responsibilities related to the position as required

Requirements

- High school diploma or GED, college education preferred
- Minimum 1-3 years' experience in accounting practices, preferably governmental fund accounting
- Ability to organize documentation including invoices, receipts, requisitions, purchase orders and bank statements, including potentially sensitive or confidential information
- Basic competency with accounting practices and procedures
- Ability to utilize computer equipment, technology and software, including MS Office, OneDrive, experience with the State of Ohio Uniform Accounting Network software a plus
- Ability to interact with the public, use telephone equipment as needed to answer calls and forward messages to appropriate staff
- Ability to meet deadlines and work independently and in a team environment

Pay & Benefits

This position is full-time, hourly position working 40 hours weekly, overtime eligible with supervisor approval. Eligible for health benefits and holiday benefits after 90 days. Time off accruals occur following a one-year probationary period. \$18.00 - 24.00 hourly, DOQ. The Village of Glendale is an Equal Opportunity Provider and Employer.

Application and Selection

Formal application, including resume of education and experience, oral interview, reference check, background check and drug screening may be required. The duties listed above are intended to be illustrations of work that is typically required of this position and any omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment for the position. Visit www.glendaleohio.org/apply for more information. This position is open until filled.

How to Apply

Applications can be found at www.glendaleohio.org/apply. Applications may be submitted electronically to David Lumsden at dlumsden@glendaleohio.org or by mail to:

Village of Glendale
Attn: David Lumsden
30 Village Square
Glendale, Ohio 45246

About the Village of Glendale

The Village of Glendale is a historic residential community of approximately 2,300 residents. One of America's first planned communities, the Village is home to several large public parks, a vibrant Village Square with shopping and dining, a well-maintained Historic District and its own water and wastewater facilities.