

# ACCEPTING RESUMES

<b>Position:</b>	<p><b>Finance Clerk</b></p> <p>OhioMeansJobs Post #261001309</p>
<b>Job Description:</b>	<p><b>The City of Ashtabula is Hiring a Part Time Finance Clerk</b></p> <p>Assist with the day-to-day operation of the finance department; carries out responsibilities in some or all of the following functional areas: Sewer Billing, Accounts payable/receivable, Banking Cash Handling, Customer Service, Data &amp; file Management, Income Tax, Payroll and Purchasing.</p> <p>Major Areas of Responsibility: Cash Handling, Data Entry, Processing &amp; Retrieval, Department Support, Document Maintenance, and Purchasing</p> <p>Part Time 20 to 24 hours per week \$17.21- \$19.27</p>
<b>Desired Skills:</b>	<p>These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>High School diploma or equivalent Must have 2 years post-secondary education or related work experience of three (3) years in a municipal finance office Ability to operate a computer, including use of email, copier, fax machine, adding machine, phone system including use of voicemail, and other standard office equipment</p> <p>Experience in a municipal finance environment Experience with accounting software and Microsoft Office products Sewer billing, income tax or payroll experience is preferred Knowledge of government funds and purchasing methods Excellent written and verbal communication skills</p>
<b>How to apply:</b>	<p>Interested applicants may apply by filing a written application with:</p> <p>OhioMeansJobs Ashtabula County 2247 Lake Avenue, Ashtabula, OH 44004 prior to August 24, 2023</p> <p>Applications may be obtained by calling 440-994-1234,</p>
<p><b>OPEN DATE</b> <b>8/14/2023</b></p> <p><b>CLOSE DATE</b> <b>8/23/2023</b></p>	<p>If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234</p> <p>Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.</p> <p>Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p><a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a></p>

