



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Accountant 2 – Budget Commission

Fiscal Office

Location: Cuyahoga County Administrative Headquarters
2079 East 9th Street
Cleveland, Ohio 44115

Salary: \$41,141.86 - \$51,199.23

Hourly Rate: \$19.78 - \$24.62

Pay Range: 8

Reports to: Budget Commission Administrator

Hours: 8:30 AM to 4:30 PM

Monday through Friday

This position is subject to civil service examination. Exam information will be sent to qualified applicants at a later date. If you wish to request military service credit, please send an email PRCEmploymentTesting@cuyahogacounty.us by the end of the application period. All communications regarding testing will be made via email, using the email account on your online profile. You must monitor that email account for communications regarding testing and important deadlines.

REQUIREMENTS: Bachelor's degree with two (2) years' experience in accounting, government finance or a related field; or an equivalent combination of education, training, and experience.

RESPONSIBILITIES: Calculates property tax rates for taxing authorities based on recommendations from the authorities; ensures that estimates of property tax revenues are calculated and analyzed; authorizes and directs the proper distribution of revenues including inheritance tax, automobile registration, local government taxes, real property taxes and State reimbursement. Completes functions pertaining to tax budgets and the certification of available resources; issues certificate of estimated resources; certifies and oversees state abstracts; reviews and approves or rejects from the taxing authorities. Works under supervision to assist with the operations of the County Budget Commission; explains certifications, distributions, allocation formulae, and technical problems related to changes in state law; handles external and internal problems and questions; supplies information for the Comprehensive Annual Financial Report (CAFR); compiles statistical information. Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), County policies and procedures, and Budget Commission Manual. Ability to assist in preparation of state abstracts, Schedule A, State Election Certificate forms, Certificate of Estimated Resources, Does-not-Exceed Certificate, Supplemental Financial Statement, budget reports, performance appraisals, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Fiscal Department. Ability to use and interpret tax rate, financial reporting and ad valorem tax terminology and language. Ability to communicate with staff, County entities, taxpayers, attorneys, municipal and school district financial officers, and other local government financial officers, State departments, and employees from other departments.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm, March 25, 2016

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 03/14/2016