



**CITY OF BLUE ASH, OHIO**  
invites applications for the position of:

# Account Clerk I

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**SALARY:** \$45,011.20 - \$60,382.40 Annually  
**OPENING DATE:** 10/12/20  
**CLOSING DATE:** **10/28/20 05:00 PM**

**DESCRIPTION:** Notice is hereby given that the City of Blue Ash, Ohio will administer an exam for the full-time position of Finance Account Clerk I. This position reports to the Finance Officer and provides technical and administrative account support in preparation, maintenance, and processing of accounting records.

This position will enjoy paid, on-site training; contributions into the Ohio Public Employee Retirement System (Pension); free individual membership to the Blue Ash Recreation Center with eligibility and discounts for family members; and discounts at the Blue Ash Golf Course, Sandtrap Grill and Blue Ash Cafe.

**APPLICATION DATES AND PROCEDURES:** Applicants must apply through the City of Blue Ash website ([www.BlueAsh.com](http://www.BlueAsh.com)) on or before 5:00 PM, Wednesday, October 28, 2020.

**WRITTEN EXAMINATION:** The dates, times, and location of the exam will be announced after the application closing deadline. Applicants will be contacted by email to self-schedule a date and time for the exam; there will be a deadline to self-schedule for the exam.

**EXAMINATION SCORES:** The process for Account Clerk I will be comprised of a written exam and will constitute 100% of the total score. Candidates will be required to attain a passing grade of 70% on the examination in order to be placed on the list.

## EXAMPLES OF DUTIES:

- Posts accounts payable and accounts receivable;
- Encumbers purchase orders;
- Maintains vendor files;
- Performs various quarterly filings with the State (sales tax, etc.);
- Orders supplies/forms for the department;
- Processes fixed assets;
- Acts as backup for City payroll processing;
- Maintains an accurate and up-to-date record keeping system;
- Monitors past due vouchers/invoices and send follow-up notices;
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

## TYPICAL QUALIFICATIONS:

- High degree of integrity and maturity;
- Ability to maintain complete confidentiality of information;
- Some knowledge of laws pertaining to municipal government in general and to finance and taxation in particular;
- Record-keeping abilities;
- Accuracy;
- Mature judgment and initiative;
- Good public relations skills;
- Ability to get along well with others.

## PREFERRED QUALIFICATIONS:

- Qualified applicants must have a high school diploma or equivalent.
- The ideal candidate must possess strong computer and filing skills, customer service skills, and a thorough knowledge of modern office procedures and equipment.
- Preferred qualifications include extensive experience with Microsoft Office Applications, specifically Microsoft Excel, and previous municipal finance experience.

**HOW TO APPLY:** Apply prior to the closing time of the job announcement at [www.BlueAsh.com](http://www.BlueAsh.com).

The City of Blue Ash is an EEO/ADA Employer.