



# City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

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[www.chardon.cc](http://www.chardon.cc)

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**CITY COUNCIL  
CITY MANAGER**

440-286-2600

Fax: 440-286-2658

**FINANCE**

440-286-2470

Fax: 440-286-2658

*Income Tax*

440-286-2696

Fax: 440-279-0903

*Water & Sewer Billing*

440-286-2949

Fax: 440-286-2658

**PARK & RECREATION**

440-286-2630

Fax: 440-286-2658

**POLICE**

440-286-6123

Fax: 440-286-2680

**PLANNING & ZONING**

440-286-2654

Fax: 440-286-5541

**PUBLIC SERVICE**

440-286-2655

Fax: 440-286-5541

*Division of Streets,  
Cemeteries & Parks*

440-286-2656

Fax: 440-286-2681

*Division of Water  
& Wastewater*

440-286-2657

Fax: 440-286-7538

## ACCOUNTING CLERK

The City of Chardon, Ohio is seeking to fill a full-time Accounting Clerk position. Candidates for consideration must be able to work with customers and the general public, think critically, be detail-oriented, be able to effectively use computers and related technology, enjoy working with numbers, and have the ability to manage multiple tasks in a fast paced work environment. The successful applicant must also be willing to work in a collaborative, team-oriented environment that actively supports all departments to achieve desired goals.

A high school diploma and minimum of six (6) months of data entry, clerical, and governmental customer service is required, or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job. The current starting salary for this position is \$19.10/hr.

Application and a full job description can be found online at [www.chardon.cc/employment](http://www.chardon.cc/employment) or at the City of Chardon Human Resources office located at 111 Water Street, Chardon, Ohio 44024. To be considered for the position, you must submit the completed employment application and a resume to Heidi Delaney, Deputy HR/Finance Director at the above address or email to [hdelaney@chardon.cc](mailto:hdelaney@chardon.cc). This position will remain open until filled.

The City of Chardon is an equal opportunity employer.