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### **Account Clerk / Payables City of Medina Finance Department**

The City of Medina's Finance Department is extending the application period through Thursday, December 6, 2018 to accept resumes to consider for a full-time vacancy in the classification of Account Clerk (Payables). This is a highly responsible position requiring a self-motivated, detailed oriented person to have the ability to make accurate mathematical computations, handle confidential information, maintain detailed records, file reports within defined limits, and operate various office machines and equipment. Responsible for preparing purchase orders and processing vendor payments. Proficient knowledge of computer and typing skills in addition to data entry skills. Ability to prioritize work and work well with staff and vendors. College degree preferred. Pay range \$18.20-\$23.23 plus excellent benefits package. Resumes may be sent to the Civil Service Commission, City of Medina, P.O. Box 703, Medina 44258 or sent by email to [lwilson@medinaoh.org](mailto:lwilson@medinaoh.org) through Thursday, December 6<sup>th</sup>. Pre-employment drug testing and background investigation required. **Visit [www.medinaoh.org](http://www.medinaoh.org) to view job description and for more details.**