

The City of Huber Heights is accepting applications for full-time Account Clerk within the Finance Department. This position is responsible for special assessment program, processing payroll, reconciling daily bank deposits and managing departmental records retention program. Applicant must possess a valid State of Ohio Driver License; High School Diploma or G.E.D with two years of relevant work experience; Associate degree or higher in accounting, business or related field preferred, or an equivalent combination of education and experience. Process to include screening of applications and oral interview(s) on a date to be determined. Prior to appointment, applicant must submit to an extensive background investigation, truth verification test, pre-employment drug screening and physical. Salary Range: \$36,400 to \$55,539 DOQ Applicants should submit application and resume, by 5:00 p.m. Tuesday, September 4, 2018 to Human Resources Department, 6131 Taylorsville Road, Huber Heights, OH 45424 or apply online at www.hhoh.org. The City of Huber Heights is an Equal Opportunity Employer.