



SENIOR ACCOUNT CLERK – Closes 8/14/2022

Location: Cuyahoga County, Cleveland

Department: Fiscal - Transfer and Recording, Treasury, and Appraisal

Salary: \$17.18 per hour

Anticipated Work Schedule: Monday through Friday, 8:30 AM - 4:30 PM

Reports To: Supervisor

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: LIUNA Local 860 FISC/BOR/TRE

Classified or Unclassified: Classified

FLSA: Non-Exempt

Summary

Tuition Reimbursement!

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

Benefits:

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. The Senior Account Clerk position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

Essential Job Functions

Functions as lead worker over lower-level account clerks (e.g.- assigns work and reviews completed work assignments; provides job training and instruction) Prepares cash financial reports and statements for authorization (e.g.-utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format;). Maintains financial accounts and financial records (e.g.- reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information; performs complex monthly reconciliation of bank statement to computer application by balancing

advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds (NSF) checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests). Assists with budget preparation and quarterly and annual cost reports (e.g.- retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials). Performs related clerical duties (e.g.- types documents using typewriter, computer or word processing equipment, files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies).

Minimum Requirements

High school diploma or equivalent and two years of experience as an account clerk; or any equivalent combination of training and experience.

Application Process

Apply by visiting <https://www.cuyahogacounty.us/human-resources>. This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.