

Job Title: *Account Clerk II* | Grade 18 | Full-time - 40 Hrs. | FLSA: Non-Exempt
Location: Clark County Public Library, 201 S. Fountain Ave., Springfield, Ohio

Under general supervision of the *Fiscal Officer*, the *Account Clerk II* performs accounts payable duties according to established governmental accounting practices and provides departmental clerical support.

APPLICANT PACKET: Incomplete or illegible Applicant Packets may be disqualified

1. **Completed CCPL Employment Application** – Available at library locations or two formats available online at: [CCPL Employment Application](#).
2. **Cover Letter**
3. **Résumé**
4. **Three (3) professional references**

SUBMIT by mail or in a sealed envelope to any CCPL location, addressed to: **William Martino – Director's Office, Clark County Public Library, PO Box 1080, Springfield OH 45501-1080**

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- Associates Degree in Accounting with minimum of one year general accounting experience including accounts payable and encumbrance analysis. Governmental accounting experience/course study preferred.
OR
- Equivalent combination of education, training and experience may be considered

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Thorough knowledge of accounts payable functions according to GAAP and budgetary accounting software
- Microsoft Word, Excel, and budgetary software experience, ability to create and interpret bar graphs and spreadsheets with high degree of accuracy, operate keypad calculator; compute rate, ratio, and percent
- Analyze and interpret complex financial data; define problems and draw valid conclusions
- Knowledge of general office procedures, strong written and verbal communication skills
- Dependable, honest, maintain confidentiality; excellent analytical, organizational and time management skills
- Employment offer conditioned upon the applicant passing criminal background and reference checks
- Present positive, professional image to public and staff
- Ability to operate tools and controls, reach, stand, walk, sit for extended periods of time, see at close range and distance, talk, hear, lift or push lightweight objects (up to 25 pounds), bend, and stoop. Close detailed vision when using a computer screen and 14-key calculator. Converse with others in person and by telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions or for the interview process
- Possession of a valid Ohio Driver's license or ability to obtain one

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: (See: [Account Clerk II](#) – for complete **Position Description**)

- Assists with preparation of annual reports, appropriation transfers, financial reports and analysis of revenue and expenditures and encumbrances, review of funding and preparation of Board Resolutions, as requested
- Assists with payroll tax reporting and monthly filing and balancing accounts, bank account reconciliation, compilation of budgetary and related financial information for monthly, quarterly, and year-end financial reports
- Utilizes budgetary accounting software efficiently and accurately for data entry, purchase order encumbrances, adjustments, journal entries, and expenditures, reports, spreadsheets, vendor lists and accounting documentation
- Verifies vendor account information for numerous processes using budgetary accounting software
- Acts as primary contact with vendors for billing accuracy and performance issues
- Responds to vendor and staff account information requests. Assists with Business Office duties.
- Business Office operates 8 – 5, M-F, irregular hours may be required according to department's needs

Salary and Benefits: \$17.38 per hour. Ohio Public Employees Retirement System membership; employer-paid term life insurance; four (4) wks. vacation, ten (10) holidays, and sick leave according to CCPL Personnel manual guidelines. Health and life insurance offering. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).