

Utilities Accounting

The Lake County Department of Utilities is seeking applicants for an Account Clerk in the fiscal department. The successful candidate should have accounts payable and related office experience, proficiency with Microsoft Office, strong multi-tasking skills and an ability to adapt to specialized financial software. Undergraduate accounting degree a plus. Responsibilities include processing accounts payable, compiling and preparing financial data, customer service, filing, answering phones and other related functions. This is a full time position in a team oriented environment that desires a detail oriented and dependable self-starter, a high degree of accuracy and analytical financial judgment for problem solving. Starting hourly rate is \$15.32. Send resumes to Kelly Andino, Human Resource Administrator, Lake County Department of Utilities, 105 Main Street, Painesville, OH 44077 or Kelly.andino@lakecountyohio.gov by July 5, 2015.