

Finance Clerk

The Lake County Board of Commissioners (BCC) is seeking an entry level, full-time staff member to perform accounting and finance activities within the Finance Department. Responsibilities include: maintains budget accounts, ledgers, journals, cash receipts, registers, etc.; balances and reconciles financial records; makes and tracks pay-in of funds to the Treasurer's Office; prepares and types purchase orders and requisitions; processes payments and performs all necessary computations for a variety of bills; receives and records monthly bed tax payments from hotels, motels, and short-term rentals throughout Lake County, enforces the Lake County Lodging Procedures and conducts audits of the local hotel/motels; verifies information to avoid duplication. College level coursework in accounting, finance, or business management or County Government experience is preferred. The successful candidate must be able to work well with various County employees as well as their colleagues in the Commissioners' Office. The successful candidate must, also, exhibit strong communication skills, strong interpersonal skills, and a high degree of professionalism. Previous work experience in areas of public administration is preferred. Applicants must possess a valid Ohio driver's license.

Starting Pay from \$19.00 to \$21.00 per hour.

Candidates may send resumes to the Lake County Commissioners' Office, Attn: Cesilia Soria, Finance/HR Specialist by email to cesilia.soria@lakecountyohio.gov. Position open until filled.

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.