

APPLICATION NOTICE

City of Urbana Account Clerk II

The City of Urbana, Ohio is seeking applicants for the full-time position of **Account Clerk II** starting at \$37,050 annually commensurate with experience in the Finance Division, under the direction of the Finance Director. The Account Clerk II performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration. Audits and processes invoices in accordance with purchase order and contract terms and State and local budgeting and purchasing laws and regulations, responsibilities include audit of invoices, posting to appropriate accounts and preparation of checks; affixes Finance Director's signature to payroll checks and prepares checks/direct deposits for distribution; prepares payroll deposit and Federal & State Income Tax deposit; prepares payroll deduction tax returns. Reconciles bank statements and airport reports; audits monthly health insurance billing and prepares the distribution of costs and processes payment; prepares monthly fund reports, capital improvement reports and other special reports and statements. Reviews standard account documents for accuracy, completeness and conformance with specific accounting requirements; reconciles various financial transactions; verifies deposits of money made to the Director of Finance from various sources and departments; reconciles deposits and writes pay-in-order (receipt); responsible to make daily deposit to City of Urbana bank account. Audits purchase requisitions for accuracy from departments and process purchase orders to vendors; orders office supplies for Finance Department; retrieves mail from the City of Urbana post office box daily and distributes to division heads; maintains inventory and assets for all departments. Performs work of the other account clerk in his/her absence; prepares daily cash flow report; prepares all quarter Federal/State reports related to financial matters for all departments; performs related work as required. Provides clerical support to other department staff as required; composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness; may serve as a back-up to related accounting clerks in any finance division.

The qualifications for this position include the following:

- ◆ Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- ◆ Any two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

The selected candidate must successfully complete the following:

- ◆ Background Investigation.
- ◆ Pre-employment Drug Screen.

A City application or resume must be submitted to apply for this position. A blank application and a full job description may be obtained at <https://www.urbanaohio.com/job-opportunities.html> or by calling: (937) 652-4313. **An application or resume must be returned to the Human Resources Office by 225 South Main Street Urbana, Ohio 43078 or via e-mail to hr@ci.urbana.oh.us . First review of applicants will be done on May 17, 2024.** Applications and resumes will be accepted until the position is filled.

The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.