
DETAIL-ORIENTED ACCOUNTANT NEEDED

Employer: Geauga County Job and Family Services
Location: 12480 Ravenwood Drive; Chardon, OH 44024

Job title: Accountant
Position type: Full time, classified civil service
Compensation: Starts at \$18.59 hourly / \$38,667 annually
Hours of work: 8:00 a.m.–4:30 p.m. Monday through Friday

Summary: Geauga County Job and Family Services is seeking an experienced accounting professional to join our team. Job duties include but are not limited to:

maintaining compliance with Federal, State, and local rules, regulations, and procedures;
reconciling JFS funds across various systems and performing internal audits;
approving vouchers, bank deposits, purchase orders, and pay-ins;
creating and utilizing fiscal reports;
budgeting;
preparing and monitoring contracts;
preparing the biweekly payroll spreadsheet as needed; and
assisting other employees in the completion of reimbursement forms.

Strict adherence to deadlines is a must along with excellent skills in data analysis. The successful candidate provides consistently accurate work and is comfortable using a PC.

Requirements:

- › Demonstrated experience in governmental fund accounting
- › Education, training, and/or experience equivalent to a bachelor's degree in Accounting (degree is preferred)
- › Proficiency in Microsoft Office applications with advanced capabilities in Excel
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks

Benefits:

- › Friendly work culture
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage available, or insurance waiver option

How to apply: Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: Human Resources
P.O. Box 309
Chardon, OH 44024