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## DETAIL-ORIENTED ACCOUNT CLERK NEEDED

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

**Job title:** Account Clerk 2  
**Position type:** Full time, classified civil service  
**Base rate:** \$12.55/hour, commensurate with qualifications and experience

**Compensation:**

- › 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

**Hours of work:** 8:00 a.m.–4:30 p.m. Monday through Friday

**Summary:** Geauga County Job and Family Services is seeking an AP/AR professional to join our team. Job duties include but are not limited to: coding, preparing, analyzing, and reconciling invoices, vouchers, accounts, financial reports, remittances, and other related materials for daily cash-ins and cash-outs; tracking various funds and purchase orders; data entry in Excel, New World, and CFIS systems; assisting vendors, clients, and other staff with financial information; assisting in the development and coordination of accounting systems and spreadsheets; observing Random Moment Surveys; performing basic auditing functions.

Strict adherence to deadlines is a must. The successful candidate provides consistently accurate work and is comfortable using a PC.

**Requirements:**

- › 1+ year(s) experience as an Account Clerk 1 or similar experience.
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks

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

*Email:* [jobs@geaugajfs.org](mailto:jobs@geaugajfs.org)

*Fax:* 440-286-6654

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