

ACCOUNTANT/BOOKKEEPER

Applications are being accepted for a full-time Accountant for the Lorain County Auditor's Office.

Responsibilities include (but are not limited to) the following:

- Performs variety of accounting functions including entering and processing governmental receivables and payables and maintaining fiscal records for all County Departments.
- Serves as liaison with other County Departments and Agencies.
- Completes special projects as necessary.

Knowledge and Experience:

- Associates Degree (preferred) in accounting, finance, or other related discipline. Bookkeeping knowledge or equivalent experience.
- Responsible governmental accounting experience or equivalent favored.
- Working knowledge of Oracle Financials, a plus.
- Clear verbal and written communications are required.
- Ability to work independently and on multiple projects simultaneously.

Excellent health, dental, prescription drug and vision plan; paid vacation and sick days; outstanding retirement plan and longevity; Core work hours are 8:00 - 4:30 Monday through Friday, overtime required when necessary. For consideration, please email resume, including salary history and requirements to:

auditor@lcauditor.com