

Applications are being accepted for a full-time Tax Settlement Specialist I for the Lorain County Auditor's Office.

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

- Prepare Official/Amended Certificates
- Prepare/Distribute Local Government Allocation
- Budget Commission meetings/agenda/minutes
- Prepare/balance/distribute various settlements
- Certify Levies
- Set Tax Rates
- Various reporting/requests

**Knowledge and Experience**

- Minimum of two to five years of relevant experience.
- Auditing/Budgeting Experience preferred.
- Knowledge of Microsoft Office Suite.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Deal with many variables and determine specific actions.
- Maintain accurate records.
- Communicate effectively.
- Ability to be a self-starter and strong contributing member of the Settlement team.
- Ability to prepare meaningful, concise, and accurate reports.
- Ability to problem solve and multi-task.

Excellent health, dental, prescription drug and vision plan; paid vacation and sick days; outstanding retirement plan and longevity. Core hours are 8:00 to 4:30 Monday through Friday, overtime required when necessary. For consideration, please email resume, including salary history and requirements to: [auditor@lcauditor.com](mailto:auditor@lcauditor.com).