

Test to be given Thursday, November 16, 2023 @ 6:00pm Medina City Hall, 132 N Elmwood

City of Medina
132 North Elmwood Avenue
Medina, OH 44256

DATE OF ISSUE: 11/3/2023

The City of Medina's Finance Department will collect employment applications/resumes to fill a full-time vacancy in the classification of:

ACCOUNTS PAYABLE CLERK

Salary range of \$23.52-30.03 per hour. Full-time benefits include group hospitalization, sick leave, paid holidays and paid vacations.

Employment applications, supplemented by resumes, may be delivered to Medina City Hall, Civil Service Commission, 132 N. Elmwood Ave, Medina or by email to lwilson@medinaoh.org through Wednesday, November 15, 2023 until 4:00pm.

NATURE OF WORK: The individual(s) in this classification perform a wide variety of computerized clerical tasks relating to financial accounts and records. The work performed in this classification may involve account keeping, auditing and related tasks. Most problems are of a recurring nature with routine solutions that have been previously determined. Positions in this classification require considerable contact with the public and/or fellow employees.

ESSENTIAL JOB FUNCTIONS:

- Maintains the City's ledgers.
- Balances monthly accounts.
- Processes purchase orders.
- Prepares periodic or special reports relating to various accounts.
- Assists Payroll Clerk in payroll process as necessary to meet deadlines and to cover for leaves or absences.
- Checks vouchers and prepares checks for accounts payable.
- Posts annual appropriation ordinances for current operating expenditures and balances.
- Posts expenditures and receipts.
- Prepares and forwards department appropriation sheets.
- Generates records, accounting statements, vouchers and form letters.
- Maintains regular and consistent attendance.
- Performs incidental clerical work as required.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable clerical experience including clerical or accounting duties at an entry-level and high school diploma or GED, preferably supplemented by business school or college courses in accounting, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Office practices employed in keeping fiscal accounts and records;
- Office terminology and equipment;
- Business arithmetic; and
- Proper grammar

Skilled in:

- Typing; and
- Personal computer use

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone;
- Understand and follow complex oral and written instructions;
- Provide administrative support to Department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers

PHYSICAL DEMANDS:

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the working day at a desk or computer station. The position includes a high incidence of interaction with citizens, government officials, and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

PROBATION: The probationary period shall be regarded as an integral part of the selection process and shall be used to closely observe the employee's work, to give the employee full opportunity to demonstrate successful performance on the job, and to remove any employee whose performance does not meet required work standards. No appointment shall be deemed final until the appointee has satisfactorily served the probationary period, from first work day, of not less than six months.

PRE-EMPLOYMENT DRUG TESTING REQUIRED
BACKGROUND CHECK (at applicant's expense) REQUIRED
AN EQUAL OPPORTUNITY EMPLOYER