

POSITION DESCRIPTION

CITY OF HIGHLAND HEIGHTS

An Equal Opportunity Employer

POSITION TITLE: Account Clerk

DEPARTMENT: Finance

PAY GRADE: Full Time, hourly/non-Exempt

IMMEDIATE SUPERVISOR: Finance Director

SALARY RANGE: \$47,000 - \$60,000 Based on experience

JOB SUMMARY:

The City of Highland Heights is seeking an Account Clerk to fill the position of Accounts Payable. This position will be responsible for a variety of finance department functions.

ESSENTIAL FUNCTIONS:

- Review and maintain all purchase orders
- Process accounts payable invoices for payment by matching invoices to purchase order and ensure all documentation is approved and correct
- Process checks for all accounts payable invoices
- Create or update vendor records
- Maintain fixed assets file
- Process recreation applications during recreation season

ADDITIONAL RESPONSIBILITIES:

This position also includes a wide range of clerical and administrative duties in the Finance Department including, but not limited to answering phones, assisting public, filing, etc.

QUALIFICATIONS:

- High School degree (or Equivalent)
- minimum of 3 years' experience in finance/accounting or related field
- Must have computers skills and proficient in Microsoft office (excel, word, etc.)
- Accounting software applications knowledge preferred
- Must work effectively with a team or individually
- Ability to multitask
- Excellent communication skills

Interested candidates should submit a resume and cover letter to Joseph Filippo at jfilippo@highlandhts.com or by mail to: City of Highland Heights, Attn: Joseph Filippo, 5827 Highland Rd, Highland Heights, OH 44143.