



ACCOUNT CLERK I – FINANCE

The City of Springdale Finance Department is accepting applications for the full-time position of Account Clerk I. This position is responsible for processing the City's biweekly payroll; preparing and submitting monthly, quarterly, and annual reports; preparing W-2s and 1099s; receiving, receipting, and recording monies for the City; assisting in the maintenance of fixed asset records; and assisting the Finance Officer with various financial matters as requested to include preparing documents related to the annual GAAP conversion and financial audit.

Candidates for the position must:

- Be at least eighteen (18) years of age.
- Be eligible for employment in the U.S.
- Have earned a high school diploma or G.E.D. equivalent.
- Have experience in financial/accounting support, customer service, word processing, and spreadsheets.
- Possess strong organizational skills, computer skills, and high attention to detail.
- Have ability to maintain complex records, to maintain the integrity of highly confidential information, and to work effectively under pressure.
- Be a team-oriented player.

The pay range for this position is \$21.57 - \$30.35 per hour depending on qualifications with a comprehensive benefits package to include: vacation pay; holiday pay; sick leave accrual; state pension (OPERS); life insurance; health, dental, and vision insurance with a health savings account; longevity pay; employee assistance program; and Community Center membership.

All applicants must complete a City of Springdale application packet to be considered. Application packets are available at the Springdale Municipal Building or by visiting the [Employment Opportunities](#) page of the City of Springdale website. Completed packets may be returned in person to the Human Resources Office at the Springdale Municipal Building, 11700 Springfield Pike, Springdale, OH 45246 Monday through Friday between 8:30 a.m. and 4:30 p.m. EST or via email to human-resources@springdale.org.

The deadline to apply is Friday, April 19, 2024 at 4:30 p.m. EST.



Springdale is an Equal Opportunity Employer