



ACCOUNT CLERK II

JOB ANNOUNCEMENT

POSITION SUMMARY

Reimagine your career and make a local impact with a job working for the City of Lebanon! The City of Lebanon is accepting applications for the full-time position of Account Clerk II in the Finance Department. This position is responsible for Accounts Payable and Accounts Receivables.

Job responsibilities include, but are not limited to:

- All aspects of accounts payable including creating new vendor accounts, entering purchase requisitions, processing payments, printing and mailing vendor payments, and verifying the positive pay check clearing process.
- Posting revenue transactions to the general ledger, making bank deposits, reconciling monthly accounting reports and bank statements.
- Updating purchasing cards, auditing travel request forms, tracking the annual sidewalk assessment program, providing data for the annual audit and financial reporting requirements.
- A variety of other Finance department duties.

Applicants should possess a thorough knowledge of City ordinances and procedures; the ability to use discretion when carrying out daily operations; and the ability to provide excellent verbal and written customer service to visitors and coworkers. Applicants must have the ability to handle confidential information appropriately. Job duties are performed under the direction of the Purchasing Supervisor. The ideal candidate must be highly organized, detail oriented, focused on accuracy, and able to meet deadlines while working in a fast-paced work environment. The successful candidate must be team orientated. This position requires the ability to establish and maintain an effective working relationship with city officials, coworkers, and the public. Preferred qualifications include experience with the Software Solutions accounting software suite, and the Microsoft Excel, Word, PowerPoint, and Teams software modules. Minimum educational requirements include graduation from high school or equivalent.

The starting hourly range for this position is \$19.82 – \$25.00. The City offers excellent benefits and OPERS retirement.

BENEFITS PROFILE

- Public Employees Retirement System: 14 percent contribution by the City of Lebanon, 10 percent by employee. Deferred compensation available.
- Longevity Pay Program starting at five (5) years of uninterrupted employment.
- Medical insurance cost share savings dependent on voluntary participation in Employee Wellness Program.
- Dental and vision insurance available.
- Excellent vacation and sick leave benefits
- College reimbursement program eligibility after successful completion of the probationary period.

BENEFITS PROFILE: EMPLOYEE WELLNESS PROGRAM

- Lebanon earned the title of the Healthiest Employer in the region for the 150-499 Employee Category and a spot on the Healthiest 100 Workplaces nationally.
- Ability to earn discount on health insurance and an additional personal day based on voluntary participation.
- Bi-monthly wellness seminars.
- Free employee fitness classes.
- Countryside YMCA Membership Discount: All full-time and part-time employees are eligible for a 40 percent discount on a YMCA membership.
- Gym Membership/Personal Training Reimbursement: All full-time employees are eligible to be reimbursed up to \$350 per year in expenses from a gym or personal training business of your choice.
- Nutrition coaching offered by a registered dietitian with the Warren County Health District.
- Individual and team wellness challenges throughout the year.

Questions? Please contact Pam Stotts at 513-228-3115 or pstotts@lebanonohio.gov.

A resume and cover letter should be submitted to the Personnel Department at 50 S Broadway, Lebanon, OH 45036, or emailed to Pam Stotts at pstotts@lebanonohio.gov. Resumes will be accepted until the position is filled, **with first consideration given to applications received by 4 pm on September 19, 2025.**

The City of Lebanon requires post-offer, pre-employment drug screen, physical and background check. EOE.

ABOUT THE CITY OF LEBANON, OHIO

The City of Lebanon is located in the heart of one of the fastest growing counties in the state, and is supported by an excellent school system, reasonable tax and utility rates, and an outstanding quality of life. The City of Lebanon is a full-service municipality that provides water, sewer and electric utility service to residents and businesses. The City's annual operating budget is over \$120 million, and the City has an experienced and stable leadership team.

Lebanon is conveniently located midway between the Cincinnati and Dayton metropolitan areas. Two major interstate highways are readily accessible including I-75, located seven miles west of the City, and I-71, which borders the City to the south. The community is also served by county and state highways, including Routes 48 and 42, which run north and south, and Routes 63 and 123, which run east and west. This central location offers convenient access to a wide range of regional amenities, attractions and services in nearby metropolitan areas.

Lebanon is home to a historic downtown that offers a diverse and eclectic mix of the old and the new, with both traditional and progressive businesses, all within a leisurely walk. The tree-lined streets and inviting storefronts are bursting with charm and offer a quaint village atmosphere filled with the finest establishments: creative specialty shops, charming antique stores, modern

services, delightful dining options, festive special events and more.

The City is focused on quality business growth within our community. Over 80 acres have been recently annexed into the City in the business park to support this continued business growth. Over the past two years, there has been \$111.4 million in public and private development investment in our community. Additionally, the City has a progressive small business grant program to support the many outstanding local businesses within Lebanon.

Residents have excellent recreation opportunities through the Lebanon Parks System which is comprised of 17 unique parks that cover over 700 acres and boasts over 10 miles of trails.

Lebanon takes pride in offering residents healthy lifestyle options with a local farmers market, farm to table restaurants, community wellness challenges and an annual Healthy Living Market. The City prioritizes community and employee wellness, and has been awarded the "Healthiest Employer of Ohio" recognition in 2022, 2023 and 2024.

For more information about the City of Lebanon, please visit lebanonohio.gov.