



RECRUITMENT ANNOUNCEMENT

Post Through August 11, 2023

ACCOUNT CLERK – UTILITY CLERK

CITY BUILDING – 30 PARK AVE

GENERAL STATEMENT OF DUTIES & REQUIREMENTS:

The City of Oakwood is recruiting to fill a full-time ***Account Clerk – Utility Clerk*** position in the ***Finance Department***. This recruitment is seeking an enthusiastic, detail-oriented, mature and dependable individual, with excellent customer service skills.

This position is primarily responsible for the utility functions of the city, which includes: billing for refuse, water, sanitary sewer and stormwater (utility) charges; receiving utility payments; maintaining utility records; providing customer service for utility billing; processing billing of other miscellaneous city services and city assessments; issuance of birth & death records; and maintenance of several city databases.

Applicants must:

- have a High School Diploma/GED; and
- the completion of secondary education, or equivalent; or
- previous administrative work in an accounting department; or
- any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position; and
- maintain/obtain within 6 months Public Notary certification.

The position requires knowledge of: basic accounting; skill in general computer operations, specifically Microsoft Office applications Word, Excel, Outlook, and Power Point and other related software programs; the ability to perform basic mathematical functions. Knowledge of Software Solutions VIP software is desirable. Accuracy in all work is important.

The successful applicant will be able to maintain a pleasant and courteous demeanor working in a fast paced environment, and be able to communicate effectively with the public and all levels of management.

COMPENSATION:

Pay range is \$19.03/hour to \$32.18/hour, depending on the qualifications and experience. The City of Oakwood offers an excellent benefit package.

TO APPLY:

Submit ***Oakwood Employment Application, Resume*** and ***Cover Letter*** including a brief overview of relevant work experience, education and training by **August 11, 2023 at 5:00 p.m.**

- in drop box located at 30 Park Avenue lobby; or
- by mail to: Human Resources Manager, City of Oakwood, 30 Park Avenue, Oakwood, Ohio 45419; or
- by email to: **personnel@oakwood.oh.us**, or
- by fax to (937) 297-2940.

The *City of Oakwood Employment Application* may be downloaded at <https://oakwoodohio.gov/employment-application/>.

HIRING PROCESS:

Selected applicants meeting the above requirements will be invited to participate in a competitive interview process. The successful candidate will be required to complete a thorough background check, including a criminal check, credit check, physical exam and drug screen, and may be required to complete a practicum including but not limited to a mathematical aptitude exam and an Excel evaluation.

Equal Opportunity Employer