



# We're Hiring! Account Clerk

Our Agency has an opening for an **Account Clerk II**.

*Join our team and make a positive difference in the lives of others, as well as your own.*

## Essential Job Duties

- **Audits** expense reports, vouchers, invoices, cost information, and other related materials; determines accuracy and validity; prepares vouchers, invoices, remittances, and other forms necessary for receipt and disbursement of funds.
- **Maintains** moderately complex books of financial records; posts, updates and balances ledgers and journals; and prepares financial worksheets.
- **Gathers and compiles** material for financial reports and prepares monthly, quarterly, and annual reports on accounts maintained.
- **Performs** related clerical work; conducts correspondence related to accounts maintained, and materials processed; maintains filing system; types reports; and answers telephone inquiries.

## Requirements:

- Possess High School diploma or equivalent
- Two bookkeeping classes (High School level or equivalent experience)
- A least six months working in an Accounting Office
- Two years related experience or college level accounting classes or combo of both
- 6,000 keystrokes/hour alpha numeric data entry
- Ability to pass required math test



## Hours & Job Location:

- Full Time 8 AM - 4 PM, Monday – Friday in Mentor, Ohio

*Interested? Call 440-350-5100 or apply at [www.LakeBDD.org/careers/](http://www.LakeBDD.org/careers/). Please specify the job title of the position you are applying for on your application.*

View a full job description on file at the Lake County Board of Developmental Disabilities.

*The LCBDD does not discriminate on the basis of race, color, national origin, sex religion, age, or disability in employment or the provision of services. Applicants for employment, consideration for promotional opportunities and other aspects of employment will be judged on the basis of an individual's ability to perform the essential job functions of the position with or without reasonable accommodation.  
EOE/M/F/D/V*



## Lake County Board of Developmental Disabilities/Deepwood

EMPOWER individuals with developmental disabilities to ENGAGE in activities that ENRICH their lives and contribute to their c community.



440-350-5100



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LakeBDD.org



@DeepwoodLakeDD

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