



September 6, 2011

Job Announcement

Position: Accounts Payable – Fixed Assets

City of Lyndhurst, Ohio seeks an Accounts Payable/Fixed Assets Clerk in the Department of Finance. The position is directly responsible to the Director of Finance for all Accounts Payable, Fixed Asset functions and for providing support in the Accounting Department.

Responsibilities:

The employee in this classification will perform skilled tasks in processing disbursement requests. Work will include some bookkeeping duties with daily use of SSI accounting software and Microsoft Office including independent judgment concerning requisitions, authorizations, and review of budget accounts. Position is responsible for processing all invoices and reports including; outstanding check reconciliations, annual 1099's, and expense journals. Additionally, this position requires a working knowledge of inventory controls, fixed assets and depreciation schedules. The candidate will be required to support and maintain privacy and confidentiality in assisting the Finance Director, and to do various other clerical/accounting duties as assigned.

Qualifications:

Two years work experience in an Accounting environment is strongly preferred. Candidates must be proficient in both Windows and Microsoft Office. The City utilizes SSI software for all of it's A/P and Fixed Asset functions.

Salary and Benefits:

Salary is based on experience and qualifications. Benefits include health & dental insurance, pension plan and sick leave.

Application Deadline:

Applications are due by September 16th, 2011 although the position will remain open until filled.

Application Procedure:

Interested applicants should submit a letter of application marked "Confidential" with salary requirements and résumé (no phone calls or faxes) to the attention of:

Mary A. Kovalchik
kovalchikm@lyndhurst-oh.com
Director of Finance
City of Lyndhurst
5301 Mayfield Road
Lyndhurst, OH 44124

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