

LORAIN COUNTY DEPT. OF JOB & FAMILY SERVICES

BARBARA TAMAS, DIRECTOR

42485 NORTH RIDGE ROAD - ELYRIA OH 44035-1057
(440) 323-5726/244-4150 FAX: (440) 323-3422 TDD: (440) 284-4125

JOB NUMBER 21-39	CLASSIFICATION Accountant
PAY GRADE AND RATE B5 - \$14.29 minimum	

All resumes or applications must demonstrate how you meet the following requirements. Resumes or applications should be mailed to: Kristin Whiteman, 42485 N. Ridge Rd., Elyria OH 44035.

Please submit resumes or applications by December 29, 2021. Applications may be obtained in person at 42485 N. Ridge Rd., Elyria, OH 44035 or the agency website www.lcdjfs.com.

BRIEF DESCRIPTION OF JOB:

Performs internal audits, makes adjustments, final reports and input data, verifies entries and monitors. Makes cost calculations and analysis for fiscal control. Assists in establishing and maintaining all phases of the Random Moment Sampling Program for the agency, including the preparation of the sampling list for the State, organizing and preparing the random moment sampling documents, data entry of the RMS results, and data preparation. Coordinate the quarterly time study. Prepares financial and budgetary reports, statements, and other statistical and operational reports as requested. Performs other related duties as assigned by the Director or designee.

MINIMUM REQUIREMENTS:

- Completion of undergraduate major core coursework in accounting.
- Or completion of two years of education in accounting technology. Also requires six months experience in accounting
- Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above

AGENCY QUALIFICATIONS:

- Keyboard Skills
- Cultural Sensitivity
- Ability to Communicate Effectively (Telephone and other customer service skills)
- Ability to Collect Data, Establish Facts and Draw Valid Conclusions
- Dependable Transportation with Appropriate Liability Insurance, and Valid Ohio Driver's License with a Good Driving Record
- Good Attendance
- Ability to Manage Multiple Tasks
- Ability to Work With a Sense of Urgency to Meet Timeliness Requirements