

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

ACCOUNT CLERK 2 PT

Location: Murray Ridge Center

QUALIFICATIONS

MINIMUM:

High School diploma or equivalent.

Accurate math skills and organizational ability. Follow written and oral instructions with precision. Sort and file information accurately and efficiently. Telephone, clerical and bookkeeping skills. Must be able to add, subtract, multiply, divide and calculate fractions, decimals and percentages. Familiarity with chart of accounts applications for coding purposes. Ability to operate calculator, computer, facsimile machine, copiers and other office equipment. Perform electronic data entry. Proficiency with Microsoft applications, including Microsoft Excel. Must be able to use electronic timekeeping system.

Must have a valid Ohio driver license and an insured personal vehicle to use while on agency business. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

PREFERRED:

Associates degree in business, accounting and/or extensive experience in accounts receivable utilizing several charts of accounts for a multi-faceted operation. Experience with software applications including Infallible and Oracle.

RESPONSIBILITIES

Process accounts receivable mail/email.

Check all documentation utilized to process payments.

Confirm receipt/delivery of items/services.

Process daily deposit received by cash, check, and electronic deposit. Maintain various spreadsheets, recording receipts and billing. Prepare billing of agency services including, but not limited to, preschool, summer camp, and meals.

Assist as needed to provide coverage at the Administration building front desk including answering incoming calls, directing visitors to the building. Provide coverage for the agency courier.

Perform miscellaneous related communication, clerical and bookkeeping duties.

Assist Business Manager, as needed.

HOURS: Generally 24 hours per week. Flexible as needed.

SALARY: Level 3

PROBATION: 140 calendar days (initial); 90 calendar days (non-initial)

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org