

ACCOUNTS RECEIVABLE CLERK (BILLING) FULL-TIME

The Sanitary Engineer seeks a full-time Accounts Receivable Clerk for the Sewer & Water Billing Division located at the main office, 791 W. Smith Road, Medina.

Responsibilities:

Sorts, counts, batches & logs coded documents prior to data entry or after computer runs. Tabulates & balances records of documents being processed. Codes, edits & corrects documents and coordinates & prepares documents for scheduling into computer process. Collects & balances cash payments & checks received by the department for various fees & enters into cash register. Performs general clerical tasks related to office work (e.g. Phone work, typing, filing & copy work).

Qualifications:

High school diploma or GED. Accounting knowledge and/or accounting classes helpful with 6 months experience in data processing procedures and accounting. Working knowledge of computers.

Hours: Monday – Friday, 8:00 a.m.– 4:30 p.m.

Hourly rate: \$15.50 - (.50¢ after probationary period)

Apply to: Medina County Sanitary Engineer
Attn: Christine Hegarty
791 W. Smith Road
Medina, Ohio 44256
email: chegarty@medinaco.org