

## Tuscarawas County Auditor's Office

### Accounts Payable Clerk

- Enters accounts payable and receivable information into the budgetary and accounting software system.
- Enters purchase orders into the budgetary and accounting software system.
- Reviews purchases for appropriateness and proper accounting.
- Processes invoices and vendor payments including matching all supporting documentation.
- Enters revenue received from the various offices and departments into the budgetary and accounting software system.
- Enters budgetary adjustments as needed.
- Balances, reconciles and maintains financial records and files associated with those activities.
- Prepares or assists in the preparation of periodic financial reports including 1099s and any other required forms including information from vendors.

Work schedule is Monday through Friday from 8:00 a.m. to 4:30 p.m. with one-half hour for lunch.

Starting salary depending on experience and qualifications. This position is full time and as such is entitled to paid vacation, sick leave, paid holidays and life insurance. Outstanding health insurance including vision is provided.

Utilizes Microsoft products including Excel and Word. Position processes confidential information. Three to five years of governmental finance or equivalent experience preferred.

**Submit cover letter, resume and salary requirements by April 12, 2019 to:**

Tuscarawas County Auditor  
P.O. Box 545  
New Philadelphia, Ohio 44663  
[auditor@co.tuscarawas.oh.us](mailto:auditor@co.tuscarawas.oh.us)

Tuscarawas County Auditor's Office is an equal opportunity employer.