

**J O B   O P P O R T U N I T Y**  
**C I T Y   O F   M A N S F I E L D ,   O H I O**

**ORDINANCE: 18-001**

**POSTING DATE: 07/02/18**  
**DEADLINE DATE: 07/09/18**

**FINANCE CLERK**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **FINANCE DEPARTMENT**:

<b>POSITION</b>	<b>GRADE</b>	<b>STEP</b>	<b>HOURLY</b>	<b>ANNUALLY</b>
<b>Finance Clerk</b>	<b>13</b>	<b>D - F</b>	<b>\$13.49-\$19.47</b>	<b>\$28,068-\$40,501</b>

**GENERAL STATEMENT OF DUTIES:**

Under general supervision the Finance Clerk must efficiently and accurately process invoices for payment, process tax returns, collect income tax money, and prepare daily deposit, answer phone, process written and phone requests, file, provide information to the public, performs general accounting functions and related duties as required.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

**ACCOUNT PAYABLE:**

Validate with accuracy invoice descriptions and amounts to approved purchase orders;  
Process invoices for payment to vendors by checking invoices for accuracy, resolving discrepancies, and entering data into system using financial management software;  
Process checks, electronic payments, distribute and mail checks;  
Analyze/review vendors' statements for accuracy; check past due and credit balances;  
Prepare manual checks and run reports as requested;  
Answer phone, process mail, file, and provide service to the walk-in public and employees with inquires;  
Perform miscellaneous support functions and special projects as required;  
Performs related duties as assigned.

**INCOME TAX PROCESSING:**

Process income tax returns; analyze tax returns for problems, delinquencies, and possible penalty assessment; Enter data into system using income tax software;  
Assist taxpayers with returns both on the telephone and walk-in;  
Answer phone, process mail, file, and provide service to the walk-in public with inquires;  
Operate cash register and prepare daily deposit of receipts;  
Perform miscellaneous support functions and special projects as required;  
Perform related duties as assigned.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to: (1) use computer systems with financial management and income tax software (2) bookkeeping, (3) accounting, (4) office policies and procedures, (5) operation of the calculator, computer, Microsoft Word & Excel (6) oral and written communication; ability to (7) handle sensitive contacts and information with the public and resolve complaints.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school diploma or G.E.D. in lieu of diploma, basic bookkeeping courses, computer and financial software experience, accounting and office skills; or an equivalent combination of knowledge, experience, skills, abilities and training which provides the desired knowledge, skills and abilities to perform the required work.

**YOU MUST POSSESS A VALID OHIO DRIVERS LICENSE.**

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The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**