

# APPLICATION NOTICE

## City of Urbana Account Clerk II

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The City of Urbana, Ohio is accepting applications for the full-time position of **Account Clerk II**, with a focus on Accounts Receivable, in the Finance Division. This position reports to the Finance Director and offers a starting salary of \$41,527 annually, commensurate with experience.

The Account Clerk II performs a variety of routine clerical, accounting, and administrative duties in support of the City's financial operations and general administration. Key responsibilities include:

- Auditing and processing purchase orders in accordance with contract terms and local budgeting and purchasing regulations.
- Preparing payroll deposits.
- Reconciling bank statements and airport financial reports.
- Preparing monthly fund reports, capital improvement reports, and various financial statements.
- Reviewing accounting documents for accuracy, completeness, and compliance with financial policies.
- Reconciling financial transactions and verifying deposits from multiple departments.
- Collecting ambulance service payments and coordinating with third-party vendors.
- Processing Cemetery Division payments, preparing deeds, and auditing financial transactions.
- Reconciling deposits and preparing pay-in-orders; responsible for making daily bank deposits.
- Generating and tracking invoices for various city divisions.
- Auditing departmental purchase requisitions and processing vendor orders.
- Ordering supplies for the Finance Department and managing citywide inventory and assets.
- Retrieving and distributing daily mail from the City's post office box.
- Providing clerical and administrative support to department staff, including composing and editing correspondence and reports.
- Serving as a backup to other account clerks and preparing the daily cash flow report as needed.

### Minimum Qualifications:

- High school diploma or GED equivalent, with specialized coursework in office practices such as typing, accounting, or data processing.
- At least two (2) years of increasingly responsible related experience, or an equivalent combination of education and experience.

### Conditions of Employment:

Successful background check and pre-employment drug screening.

### To apply:

Submit a resume or application to:

**Human Resources Office**

225 South Main Street,

Urbana, OH 43078

or via email to [hr@ci.urbana.oh.us](mailto:hr@ci.urbana.oh.us)

Applications and the full job description are available at [www.urbanaohio.com/job-opportunities.html](http://www.urbanaohio.com/job-opportunities.html) or by calling (937) 652-4313.

**First review of applications will begin May 1, 2025.** Applications will be accepted until the position is filled.

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The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.