

## NOTICE OF VACANT POSITION

**Address all inquiries to:** HR Officer/ Hancock County Job and Family Services  
P O Box 270, 7814 Co. Rd. 140  
Findlay, Ohio 45839

**Post Date:** July 27, 2023

**End Date:** August 27, 2023 or until filled

**Base Pay:** \$15.46

**Work Unit:** Administration

**Working Title of Position:** Account Clerk

**This is a full-time position. Regular work hours are Monday - Friday, 8:00 a.m. to 4:30 p.m.**

### **JOB DUTIES:**

Seeking a dynamic and self-motivated individual to join HCJFS administration in carrying out daily fiscal activities, including maintaining and updating records, data entry, and processing A/P and A/R.

Successful candidate will be offered a competitive wage package and retirement plan.

Find out more by reviewing the entire posting and minimum qualifications on our website, [co.hancock.oh.us](http://co.hancock.oh.us), under jobs.

Those interested may submit a resume on our website, by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at [chelsea.wentling@jfs.ohio.gov](mailto:chelsea.wentling@jfs.ohio.gov).

### **Benefits:**

- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance

### **MINIMUM QUALIFICATIONS:**

Applicants must have one of the following:

1. Completion of two years technical training in business management or similar field with an emphasis on accounting, or
2. Two courses or twelve months experience in business mathematics, two courses or twelve months experience in accounting or bookkeeping, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, and one course or six months experience in techniques of writing, or
3. Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

**All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.**