NOTE: CURRENT ELIGIBLE EMPLOYEES WILL HAVE FIRST CONSIDERATION ON THIS POSITION, PRIOR TO CONSIDERING ANY OUTSIDE APPLICANTS.

JOB OPPORTUNITY – City of Mansfield, Ohio

ACCOUNT CLERK

The City of Mansfield, Ohio, Director of Human Resources announces the opening of this full-time classified position in the **UTILITY COLLECTIONS DIVISION.**

ORDINANCE #26-080 POSTING DATE: 10/30/26 DEADLINE DATE: 11/5/26

Grade: 12 Step: D-F *HOURLY: $19.05-$23.81* *ANNUAL SALARY:* $39,617.25-$49,521.56

GENERAL STATEMENT OF DUTIES:

Under general supervision, processes clerical/accounting transactions, answers telephone and in-person inquiries, prepares related reports and maintains files related to divisional functions. Performs related duties.

ACCEPTABLE EXPERIENCE AND TRAINING:

Business college training highly desirable; clerical/accounting experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Will need to provide proof of completion of a High School education.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: (1) office practices and procedures, (2) basic accounting procedures. Skill in: (3) operation of office machines, computer and related equipment, (4) typing. Ability to: (5) deal with problems involving several variables in familiar context, (6) read, copy and record figures, (7) deal effectively and efficiently with inquiries from the public, (8) follow verbal and written instructions.

EXAMPLES OF WORK:

- Performs clerical/accounting tasks;
- Maintains departmental financial and statistical data;
- Manages records and maintains files;
- Operates data entry or data verification equipment;
- Provides preliminary contact with public; answers telephone; provides general information and answers inquiries; cashier duties;
- Performs related duties.

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.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON-LINE, THROUGH EMAIL, OR 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.