

***Cleveland Municipal Court
Earle B. Turner, Clerk
Office of the Clerk of Courts***

We are presently in the process of recruiting motivated individuals who will contribute to our organization's productivity and growth. Currently, we have a full time entry level position available for an individual who has accounting experience.

Job Title: Chief Deputy Clerk / **Accountant**
Salary Range: \$14.0226 / hour (\$29,167.00 / year) – \$15.8924 / hour (\$33,056.00 / year)
Hours: Monday – Friday 8:00 a.m. to 4:00 p.m. (Schedule may change based on operational needs)

Overview:

The primary purpose of the Accountant is to prepare monthly bank reconciliation. Review the bookkeeping ledgers and compile the information to prepare the accounting journal entries. Assist in managing investments, operating budget and cash flow analysis. Assist in the training of cashiers and bookkeepers.

Qualifications include:

- Bachelor's degree in Accounting
- 2-3 years experience in accounting, auditing or financial analysis
- Must have intermediate or advanced Microsoft Excel, Word and PC computer skills
- Motivated, independent worker, who collaborates well with others
- Capable of multi-tasking and has excellent written and oral communication skills
- Bank and customer relations / Interpersonal skills
- A proven team player

We offer Great Benefits

- Paid Vacation
- Paid Holidays
- Retirement Plan
- Direct Deposit
- Medical / Dental / Vision Coverage
- Life Insurance

Application Procedure:

To ensure consideration, please submit a completed application for employment, resume, cover letter by **Friday, August 28, 2015** to:

Marisellie Rivera, Human Resources Administrator
Cleveland Municipal Court
Earle B. Turner, Clerk of Courts
Justice Center - Level Two
1200 Ontario Street
Cleveland, Ohio 44113
Fax: (216) 664-4065

All candidates must pass a background check.

Our Mission is to record and process all matters decided in the Cleveland Municipal Court.

We are proud to be an Equal Opportunity Employer.
"We Care"