



## Cuyahoga County Personnel Review Commission Eligibility List

**Classification:** Senior Account Clerk  
**Appointing Authority:** Fiscal Office  
**Examination Date(s):** September 27, 2018  
**Date List Established:** October 1, 2018  
**Date List Expires:** September 30, 2019  
**Status:** Competitive  
**Examination Maximum Score:** 80 Points  
**Examination Passing Score:** 59.5 Points

<b><u>Rank</u></b>	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Score</u></b>
1.	Shamblin	Kaitlyn	80.0
2.	Gotch	Jeremy	78.5
3.	Krasnokutski	Helena	73.0
4.	Oyalowo	Samuel	67.0
5.	Budavari	Melinda	64.0
6.	Ernest	Candice	63.0
7.	Mitchell	Jameice	61.5



## CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

### Senior Account Clerk

Fiscal Office

Location: 2079 East Ninth Street  
Cleveland, OH 44115

Hourly Rate: \$15.72

Bargaining

Reports to: Administrative Assistant 2

Hours: 8:30 AM – 4:30 PM  
Monday – Friday

This position is subject to civil service examination. Exam information will be sent to qualified applicants at a later date. All communications about testing will be made via email, using the email address on your online profile. You must monitor your email account for notifications sent from [PRCEmploymentTesting@cuyahogacounty.us](mailto:PRCEmploymentTesting@cuyahogacounty.us).

**REQUIREMENTS:** High school diploma or equivalent and two years of experience as an account clerk; or any equivalent combination of training and experience.

**RESPONSIBILITIES:** Functions as lead worker over lower level account clerks (e.g.- assigns work and reviews completed work assignments; provides job training and instruction). Prepares cash financial reports and statements for authorization (e.g.-utilizes software applications to develop spreadsheets; compiles and enters financial data; modifies spreadsheet for report format;). Maintains financial accounts and financial records (e.g.- reviews and processes vouchers and reimbursement requests; gathers and compiles relevant financial information; performs complex monthly reconciliation of bank statement to computer application by balancing advancements, debit and credit memos, stop payments, cancellations and reissues; posts information to accounts; prepares deposits; facilitates collection of non-sufficient funds (NSF) checks; reconciles accounts with various reports; verifies transactions, adjustments and check registers; processes vouchers and reimbursement requests). Assists with budget preparation and quarterly and annual cost reports (e.g.- retrieves subsidiary files; prepares budgetary/financial documents; prepares copies of budgetary documents and materials). Performs related clerical duties (e.g.- types documents using typewriter, computer or word processing equipment, files documents in appropriate record; answers telephones; distributes employee paychecks; maintains office inventory and orders supplies).

**APPLICATION PROCEDURE:** Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

### **Applications must be received by 4:30 pm, July 15, 2018**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

**Equal Opportunity Employer - Smoke-free and Drug-free Workplace.**

**Visit our website: [www.cuyahogacounty.us](http://www.cuyahogacounty.us)**

Posted: 07/02/2018