

Settlement Specialist

Applications are being accepted for an entry-level, full-time Settlement Specialist for the Lorain County Auditor's Office.

Responsibilities include (but not limited to) the following:

The position performs a variety of accounting functions and requires the ability to work independently or in a group. Responsibilities include preparing Excel spreadsheets to assist with balancing and distribution of a variety of revenue sources for the political subdivisions of the County. This position also requires setting meetings, preparing agendas, and taking minutes.

Knowledge and Experience:

- Associate degree (preferred) in accounting, finance, or other related disciplines.
- Responsible governmental accounting experience including Auditing or Budgeting or equivalent favored.
- Proficient Excel and Word experience desired.
- Strong ability to multitask, with a high attention to detail.
- Clear verbal and written communications are required.
- Ability to work independently and on multiple projects simultaneously.

Excellent health, dental, prescription drug and vision plan; paid vacation and sick days; outstanding retirement plan and longevity. Core hours are from 8:00 to 4:30 Monday through Friday, overtime required when necessary.

Applicants must complete a standard application which is available at <https://loraincountyauditor.gov/Forms/GetFile?fileId=6661> or can be picked up at the Lorain County Auditor's Office. Applicants must also submit a resume and cover letter to make their applications complete. Incomplete applications will not be considered.

Send Application, Cover Letter & Resume to:

Lorain County Auditor
Lorain County Admin. Bldg.
226 Middle Ave., 2nd FL
Elyria, OH 44035
OR

You can email a complete application, resume, and cover letter to auditor@lcauditor.com

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