

Applications are being accepted for an entry-level, full-time 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 discipline.
- 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 8:00 to 4:30 Monday through Friday, overtime required when necessary. For consideration, please email resume, including salary history and requirements to: auditor@lcauditor.com.