



**Position Posting**

**Posting Date** 09.13.2017  
**Removal Date** 10.02.2017

**Posting Number:** 17-275

**Job Title:** Financial Specialist

**Company Description:** Clinton County, Wilmington OH

*Internship* [  ]

*Part-time Position* [  ]

*Full-time Position* [  ]

*Postings remain active only thirty (30) days.*

**Employer:** Clinton County, Wilmington OH

**Contact Person:** [fawley.valorie@clintoncountyohio.us](mailto:fawley.valorie@clintoncountyohio.us)

Or fax: 937-382-5678

**Duties:** Reports to Chief Deputy Auditor

- Oversight of payroll operations to include balancing and reconciliation of payroll accounts.
- Performs professional accounting work serving the outside taxing authorities in Clinton County; assist with the prep and reconciliation of settlement

**Qualifications and Skills:**

- MS Excel
- MS PowerPoint
- MS Word
- Accounting
- Verbal Communications
- Written Communications
- High School/GED
- Associates Degree
- Customer Service

**Special Skills Required:** knowledge of principles, methods of accounting practice

**Full time, 40 hours per week – Monday through Friday**

**Benefits:**

- **Health**
- **Dental**
- **Optical**
- **Prescription**
- **Retirement**

**Salary: TBD**

*Please do not remove.*

*Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.*