

JOB OPENING

Full Time: **Billing & Accounting Specialist**

Pay Grade: 13 Rate of Pay: \$26.00

JOB RESPONSIBILITIES:

Under direction, performs responsible billing and accounting tasks associated with the County Sanitary Engineering division, completes complex financial reports, balances accounts, compiles and analyzes financial data and assists with the development of the division budget.

QUALIFICATIONS:

Completion of secondary education supplemented by college level coursework in Accounting plus one year of responsible accounting experience.

ILLUSTRATIVE DUTIES:

40% (1) Prepares periodic and special billings associated with the operation of the County Sanitary Engineering functions; compiles data and other information regarding volume, tap-ins, etc.; operates computer to enter data related to billings into system; ensures that information is entered in a timely matter; performs all calculations necessary in processing billing; receives and resolves billing complaints and inquiries.

30% (2) Maintains ledgers and other accounting records; compiles data and assists with the preparation of the division budget.

20% (3) Receives and processes division accounts payable; ensures that statements are accurate; processes and forwards vouchers to Auditor; verifies warrants for accuracy and releases payment to vendors.

10% (4) Assists with the completion of various clerical tasks related to the operation of the Sanitary Engineering Division and the County Engineer's Office.

Site to apply and sign-up for this job posting is located at 247 Hadaway Street, Elyria, Ohio, in the Personnel/Payroll Officer's office between the hours of 8:00 am through 4:00 PM weekdays. This notice shall be posted from June 5, 2026 through June 11, 2026.

Lorain County Sanitary Engineer Department is an Equal Opportunity Employer