



**CITY OF WILLOUGHBY  
ACCOUNTING CLERK**

The Willoughby Civil Service Commission is accepting applications for the position of Accounting Clerk. Candidates need to possess a high school diploma or equivalent and an Associate Degree (in Accounting or related business field is desirable). Comparable work experience may be accepted in lieu of education as determined by the Finance Director. Applicants must possess knowledge of the general process, policies and procedures concerning fiscal control/processing operations, computer operations, data processing methods, information storage and retrieval techniques and bookkeeping and record-keeping practices. Experience in Excel or another spreadsheet program desired. Applicants must possess good interpersonal skills and the physical abilities to perform the required light work.

Qualified candidates will undergo practical computer and skills testing, a background check, interview and medical exam including drug screening. Applications are available at Willoughby City Hall or at [www.willoughbyohio.com/employment](http://www.willoughbyohio.com/employment) and will be accepted through Monday, April 17, 2023. Please submit to City of Willoughby, One Public Square, Willoughby, Ohio 44094, Attn: Civil Service Commission or e-mail to [anovak@willoughbyohio.com](mailto:anovak@willoughbyohio.com)

**AN EQUAL OPPORTUNITY EMPLOYER**