



City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

www.chardon.cc

**CITY COUNCIL
CITY MANAGER**

440-286-2600

Fax: 440-286-2658

FINANCE

440-286-2470

Fax: 440-286-2658

Income Tax

440-286-2696

Fax: 440-279-0903

Water & Sewer Billing

440-286-2949

Fax: 440-286-2658

PARK & RECREATION

440-286-2630

Fax: 440-286-2658

POLICE

440-286-6123

Fax: 440-286-2680

PLANNING & ZONING

440-286-2654

Fax: 440-286-5541

PUBLIC SERVICE

440-286-2655

Fax: 440-286-5541

*Division of Streets,
Cemeteries & Parks*

440-286-2656

Fax: 440-286-2681

*Division of Water
& Wastewater*

440-286-2657

Fax: 440-286-7538

ACCOUNTING CLERK

The City of Chardon, Ohio is seeking to fill a full-time Accounting Clerk position. Candidates for consideration must be able to work with customers and the general public, think critically, be detail-oriented, be able to effectively use computers and related technology, enjoy working with numbers, and have the ability to manage multiple tasks in a fast paced work environment. The successful applicant must also be willing to work in a collaborative, team-oriented environment that actively supports all departments to achieve desired goals.

A high school diploma and minimum of six (6) months of data entry, clerical, and governmental customer service is required, or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job. The current starting salary for this position is \$19.10/hr.

Application and a full job description can be found online at www.chardon.cc/employment or at the City of Chardon Human Resources office located at 111 Water Street, Chardon, Ohio 44024. To be considered for the position, you must submit the completed employment application and a resume to Heidi Delaney, Deputy HR/Finance Director at the above address or email to hdelaney@chardon.cc. This position will remain open until filled.

The City of Chardon is an equal opportunity employer.