



Accounting Clerk

Job Description

REPORTS TO:

Asst. Chief of Administration

DEPARTMENT:

Administration

STATUS:

Non-Classified

Job Description Last Reviewed/Revised: January 9, 2026

GENERAL DESCRIPTION: Completes daily accounting activities and provides confidential, high-level assistance to the Asst. Chief of Administration, Director, and members of the CCEMS administration. Responsibilities include providing clerical support associated with accounting functions that prepare, process and maintain accounting records, summarize business and financial transactions, payroll, statistical analysis, report generation, computer support, maintaining filing systems, assist with scheduling EMS staff, purchasing and negotiations with suppliers, reconciling data with billing contractor, and working on special projects.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Knows and meets all of the expectations and requirements of internal and external customers. Actively seeks customers' feedback on quality of service provided and pursues resolution.
2. Builds good relationships and rapport with customers, peers and members of CCEMS administration. Treats all people with dignity and respect.
3. Completes a variety of accounting transactions, including maintaining detailed spreadsheets for all monies received and invoices paid.
4. Posts a variety of accounting transactions to ledgers, journals, or cash books manually, electronically, or mechanically and makes the necessary mathematical computations for posting and maintenance of these records.
5. Reviews, codes, and processes purchase orders, invoices, receipts, vouchers, and other accounting documents. Checks for mathematical accuracy, appropriate signatures, correct identification of account numbers, and pertinent dates.
6. Files invoices, purchase orders, and vouchers. Types and proofreads correspondence, statements, forms, or other documents and performs a variety of clerical tasks related to accounting clerk activities.
7. Compiles and creates a variety of financial reports (e.g., weekly, monthly and annual reports of cash, budgets, accounts receivable, and accounts payable).
8. Assists in checking purchase orders, payrolls, time sheets, vendor checks, budgets and other accounting records and documents.

9. Maintains a database of payroll related information for all employees, including future wage increases and future vacation accrual increases, and assists in generating timely certification letters to the County Auditor for these increases.
10. Will be responsible for processing and completing payroll to be entered into County Auditor payroll system.
11. Reconciles CCEMS month-end reports for money paid-in and accounts payable to the County Auditor's month-end reports.
12. Reconciles the month-end bank statement to the CCEMS month-end pay-in report and to the month-end billing company report of deposits.
13. The Accounting clerk will be cross-trained on the duties of the CCEMS Administrative assistant, and will perform those duties in the absence of the administrative assistant.
14. Effectively develops, prepares and/or manages assigned budgets through sound analytical reporting and financial management practices.
15. Responsible for department-wide records management and storage in compliance with all State and County records retention requirements.
16. Prioritizes workload and duties in order to meet all deadlines. Adapts to perform a variety of tasks, including assignments on short notice and is capable of being even-tempered and calm to maintain even work flow.
17. Works independently without close supervision and has the ability to anticipate the needs of CCEMS administration.
18. Protects the privacy of all patient information in accordance with the Company's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. May access protected health information and other patient information only to the extent that is necessary to complete job duties.
19. Reports any concerns regarding any company policies and procedures and any observed practices in violation of that policy to the appropriate member of management.
20. Performs all other duties as assigned.

SUPERVISES:

n/a

EDUCATION:

An Associates Degree in Accounting or business related field is preferred, but lifetime experience in an accounting occupation will be considered.

Must have knowledge of Ohio State bookkeeping policies & procedures and Ohio Public records laws, or be willing to take required classes to obtain this knowledge within first year of employment.

Proficiency or course work in Microsoft Office required.

EXPERIENCE:

3-5 years experience in office setting with accounting responsibilities to include significant computerized accounting experience and budget control experience is preferred.

KNOWLEDGE / SKILLS / ABILITIES:

Excellent written and verbal communication skills
Ability to work well with all levels of staff
Ability to work in an unstructured, non-routine environment
Ability to work independently with minimal direction
Ability to multitask
Good planning and organizational skills
Excellent computer skills
Thorough knowledge of all Microsoft Office applications (Microsoft Word, Excel, Power Point, Outlook, Publisher) and other common applications & internet resources
Ability to negotiate effectively
Ability to lift 20 to 30 lbs.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.