



Delaware County Board of Developmental Disabilities

To inspire, empower, and support people to achieve their full potential.

Notice of Available Position

Fiscal Support – Accounts Payable & Receivable

Qualifications:

Two (2) years office experience with accounts payable/receivable and data entry; High school diploma with business experience; Proficient in Microsoft Word, Excel, and Access and knowledge of various office equipment

Job Duties:

Data entry and processing of invoices including electronic billing, web notes, and paper invoices. Provide written and oral billing communications with vendors, staff and auditors. Process new vendor information and update vendor databases. Authorize billing access to vendors and maintain the account information. Enter, update, and track databases. Provide billing training to staff and vendors. Complete and maintain on-going status reports. Reconcile accounts payable/receivable, review and maintain department budgets and purchase order balances. Other support duties as assigned.

Salary/Benefits: **\$27,780 - \$46,300**

Hours of Work: **8:00 a.m. – 4:30 p.m., 260 days annually**

Location: **7991 Columbus Pike, Lewis Center OH 43035**

Date Available: **Immediately**

Deadline: **September 1, 2017**

Apply at: <http://www.co.delaware.oh.us/>
Only online applications will be accepted

Working conditions may exist that do not normally exist in the occupation of a public employee. These conditions may include exposure to blood-borne pathogens, communicable diseases, potential infectious materials, hazardous chemicals and/or aggressive behavior.

Equal Opportunity / Affirmative Action Employer and Service Provider