

# JOB OPPORTUNITY

Logan County Engineer's Office



**Position:** Account Clerk

**Status:** Full-Time (37.5 hours/week)

**Department:** Engineering

**Classification:** Fiduciary/Unclassified

## JOB OVERVIEW

The Logan County Engineer's Office is seeking a detail-oriented professional for the position of Account Clerk. Under administrative direction, this role performs comprehensive clerical and bookkeeping tasks essential to daily operations, with a primary focus on processing payroll and maintaining accounts payable.

## KEY RESPONSIBILITIES

- Review, code, and process invoices, bills, and accounts. Reconcile invoices with purchase orders and delivery receipts; prepare vouchers for disbursement and regularly check figures and postings for accuracy to report any financial discrepancies.
- Request, issue, and track purchase orders and fund encumbrances.
- Review timecards for accuracy, calculate benefit usage, and prepare payroll worksheets. Record and maintain all employee leave slips and accumulation balances.
- Assist in preparing annual budgets, monitoring expenditures, and producing line-item reports and income/expenditure statements.
- Compose and prepare memos, letters, and reports. Provide clerical support including managing multi-line telephones, routing calls, assisting public walk-ins or contractors, and maintaining departmental records in compliance with retention policies.
- Performs other related duties as required or assigned to support office operations.

## QUALIFICATIONS

- Strong organizational skills and exceptional attention to detail.
- Proficiency in Microsoft Office (Excel and Word).
- Basic understanding of Generally Accepted Accounting Principles (GAAP).
- Handle sensitive information confidentially and professionally.
- Excellent written and verbal communication.
- Ability to work independently and as part of a team.
- Exceptional problem-solving skills and the ability to manage multiple tasks with interruptions.
- Ability to maintain regular and predictable attendance and respond to time-sensitive fiscal deadlines.
- Ability to perform arithmetic computations accurately and efficiently, including the calculation of proportions, percentages, and interest.

### Compensation & Benefits

**Starting Salary:** \$18.00 – \$25.00 per hour, based on experience and education.

We offer a comprehensive benefits package including medical, dental, and vision plans with low-cost deductibles, OPERS retirement, wellness incentives, and generous paid time off (vacation, holidays, and sick leave).

## How to Apply

Pick up an application at the Logan County Engineer's Office or request one via email by contacting [hr@lceo.us](mailto:hr@lceo.us). Completed applications must be received by **May 15, 2026**.