



ACCOUNT CLERK I - TAX

The City of Springdale Tax Department is accepting applications for the full-time position of Account Clerk I. Candidates for the position must:

- Be at least eighteen (18) years of age and eligible for employment in the U.S.
- Possess a high school diploma or G.E.D. equivalent
- Have experience in financial/accounting support, customer service, word processing, and spreadsheets
- Possess strong customer service skills, organizational skills, and attention to detail
- Have ability to maintain complex records, to maintain the integrity of highly confidential information, and to work effectively under pressure

The starting pay for this position is \$20.53 per hour with a comprehensive benefits package and state pension.

Application packets are available for download on the City of Springdale website at <https://www.springdale.org/publicfiles/2020%20Employment%20Application.pdf> or may be accessed using the QR code below. Once completed, application packets may be submitted via email to human-resources@springdale.org OR in person at the Springdale Municipal Building between the hours of 8:30am and 4:30pm, Monday through Friday.

The deadline to apply is **Friday, August 26, 2022 at 4:30pm.**



Springdale is an Equal Opportunity Employer

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