



WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Rebecca S. Foster ★ Ron Amstutz

JOB ANNOUNCEMENT

Administrative Accountant/Bid Administrator/ Prevailing Wage Coordinator

Job Stability! • Great Benefits! • Great Retirement System! • Great Team!

Would you like to work for a place that serves the public, has job stability, great benefits, great retirement system and a great team to work with? Would you like to have 10 paid holidays per year (that's right – 10!) How about ample sick leave and vacation leave and, if unused, may roll over to the next year? If so, Wayne County is the place! Interested in learning more?

Now let's get down to the important stuff, so don't stop reading! This is a full-time job and here are the things that you will be doing. We're not going to list everything, just enough to get you excited!

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- **PUBLIC PROCUREMENT ADMINISTRATION:** Assists with development, completion and determination of bids and other procurement processes; monitors bond requirements, insurance requirements and prevailing wage determinations; monitors state and federal requirements to ensure certifications are current; handles notices and correspondence concerning procurement matters; conducts bid openings; prepares contracts for signatures.
- **CONTRACT ADMINISTRATION:** Ensures compliance with prevailing wage requirements for both state and federal schedules; receives and verifies wage reports; attends preconstruction meetings.
- **ACCOUNTS RECEIVABLE:** Determines receipt accounts; pays in receipts; maintains and reconciles a receipt ledger; processes internal invoices; maintains receivables for rent and services; monitors revolving loan program loan receipts; verifies compliance with amortization schedules; prepares loan semi-annual reports.
- **ACCOUNTS PAYABLE:** Processes payments and monitors budget; initiates requisitions; maintains warrant files; reviews weekly payables.
- **RECORDS:** Files county tax exemptions; determines tax liabilities; responds to records requests for audit purposes; prepares receipt record information; maintains monthly record of sales tax receipts.
- **SECURITY:** Maintain/monitor security system; create, modify and terminate employee badges; maintain and update exterior door schedules; coordinate system and program problems.

The Wayne County Commissioners are looking for someone who can do these things – and that person could be you! What's your next step? It's quite easy – just fill out one of our employment applications (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to waynecountyhr@wayneohio.org. You can also drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Chapin. Questions? Call 330-287-5409.

One more important thing.... this needs to be received by May 27, 2020

So don't delay – do it soon - we're waiting for your application!

Wayne County is an Equal Opportunity Employer

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407
commissioners@wayneohio.org

We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age