

Sandusky County
TASC

FULL TIME TEMPORARY OFFICE CLERK

Answers the telephone and greets visitors to elicit information ensuring inquiries are directed to the proper destination. Copies, retrieves, responds and sends fax transmittals; completes special assignments or projects; operates and maintains office equipment. Responsible for entries into County's Accounting system, (purchase orders and invoices); keeps time records and prepares payroll; prepares billings for clients and keeps client ledgers; receives and logs payments for services and reconciles to bills sent out; issues receipts, and makes deposits; reconciles financial statements to county financial system. **MEDICAID BILLING PREFERRED.**

Applicants may apply by application at:
Sandusky County Human Resources
622 Croghan St.
Fremont, Oh 43420

SANDUSKY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER