



Account Clerk I for Fire Department

The City of Celina has an opening for an Intermittent Account Clerk I to work for the Fire Department.

Qualifications: Completion of secondary education and experience which indicates a knowledge of bookkeeping and skills in computer operations and general office duties. Ability to process invoices, receipts, and other accounting documents. Starting salary \$15.90.

Applicants may apply by submitting an application along with a resume citing qualifications in care of the Safety Service Director, 225 N. Main Street, Celina, Ohio 45822. An application is available at www.celinaohio.org or at the Celina Utilities Office, 225 N. Main Street. Deadline for submission of application is 4:00 pm June 24, 2019.