

WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036

MATT NOLAN

AUDITOR

mnolan@wcauditor.org

www.wcauditor.org

(513) 695-1235

EMPLOYMENT OPPORTUNITY

POSITION: Deputy Auditor – Accounting & Payroll

AGENCY: Warren County Auditor

LOCATION: 406 Justice Drive

HOURS: Full Time, 40 hours per week
7:30 a.m. – 4:30 p.m. Monday thru Friday

PAY RANGE: \$20.00 - \$25.00 per hour

POSTING PERIOD: January 7th, 2026 - until position is filled.

JOB RESPONSIBILITIES:

Under minimal supervision, audit payables to proper guidelines and policies, accounts payable, balance accounts, compile reports, make distributions, post financial transactions, create and maintain Excel spreadsheets, computer input, perform clerical duties, operate office equipment, filing and various other accounting duties as assigned. Demonstrates regular, predictable, and punctual attendance.

MINIMUM QUALIFICATIONS

Any combination of education, training and work experience, which indicates possession of the skills, knowledge and abilities, listed below. The ability to work independently and manage time wisely, including excellent communication skills and knowledge of Word and Excel.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of: bookkeeping and accounting functions, Excel, Word, office practices and procedures, inventory control, public relations.

Ability to: audit information and numbers for accuracy; input material into computer accurately; recognize grammatical, mathematical and spelling errors; calculate numbers; gather, collate and classify information; communicate effectively and resolve issues in written and oral form with other departments within the organization; answer routine inquiries from general public; answer telephones and direct calls; operate computer for extended periods of time; prepare concise and accurate reports in Excel; exercise good judgment and discretion; read, copy, and record figures accurately; prepare routine correspondence; maintain records according to established procedures; develop and maintain effective working relationships.

TO MAKE APPLICATION:

Please send a **Warren County application and your resume** to Warren County Auditor, Attn: Paul Bernard, 406 Justice Drive, Lebanon, Ohio 45036. - or - pbernard@warrencountyohio.gov

The Warren County application can be found here: https://warrencountyohio.gov/doc/Jobs/County_Application.pdf

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI)

Good Accounting Aids Good Government