

Anderson Township

Fiscal Office Assistant

Anderson Township is accepting resumes for a part-time assistant to work in the Township's Fiscal Office. Starting pay rate \$16.00/hr., daytime, weekday work schedule. Between 16 and 22 hours/week, no benefits, 90-day probationary period.

Duties include:

- Organizing and maintaining financial files and records.
- Creating and maintaining spreadsheets, charts, etc. using Microsoft Excel.
- Writing letters, notices, memos, etc. using Microsoft Word.
- Assist with processing internal payroll.
- Assist with accounts payable/receivable.
- Assemble data and information for various special projects, public records requests, etc.

Requirements:

- Minimum of a high school diploma.
- Ability to lift boxes of paperwork weighing up to 20 lbs.
- Eligible for insurance bond through the Township's insurer.
- At least five years of experience using Microsoft Excel and Word.
- At least five years of bookkeeping experience. Public agency/government experience preferred.

Resumes/cover letters should be sent to the attention of Debbie Hucker, Anderson Center, 7850 Five Mile Rd, Anderson Township, OH 45230 or dhucker@andersontownship.org no later than September 13, 2019.