

EMPLOYMENT OPPORTUNITY

Anderson Township, OH

Position: Fiscal Office Clerk, Part-Time

Work Schedule: Monday through Friday
10 to 20 Hrs./Week

Pay Rate: \$19-\$21/Hr.

The Anderson Township Fiscal Office seeks qualified applicants for a part-time Fiscal Office Clerk position.

Responsibilities include:

1. Organizing, filing, and maintaining records such as invoices, purchase orders, and receipts.
2. Assisting with processing payroll using the Paycor payroll system.
3. Assisting with accounts payable/receivable.
4. Creating and maintaining Excel spreadsheets used to track financial information.
5. Researching/responding to inquiries from elected officials, Township staff members, and public.
6. Assembling data and information for special projects, public records requests, etc.
7. Writing letters, notices, memos, etc. using Microsoft Word.
8. Assisting the Fiscal Officer and Fiscal Office Manager as needed.

Candidates must have:

1. A good working knowledge of standard office procedures and equipment.
2. Experience working with Microsoft software including Excel, Word and Outlook.
3. The ability to manage and prioritize multiple tasks and interact with the public and other staff members in a professional manner.
4. Ability to maintain confidentiality while working with sensitive personnel information.
5. Ability to lift boxes of paperwork weighing up to twenty (20) pounds
6. Minimum of a high school diploma or equivalent and three to five years of accounting or similar work experience.

Submit cover letter and resume to: Anderson Township Fiscal Office
Anderson Center
Attn: Katie Arnold
7850 Five Mile Rd.
Cincinnati, OH 45230

E-Mail: karnold@andersontownshipoh.gov
Fax: 513-231-2967