



Village of Orwell
Village Hall
P.O. Box 56
179 W. Main St.
Orwell, OH 44076
440-437-6459

www.orwellvillage.org

COUNCIL

David Hartz
President of Council

Chris Rucks
Vice President of
Council

Bob Denihan

Don Herbster

Jeremy Cottrell

Village Manager
Tami Pentek

Clerk of Council
Finance Director
Ella Stanton

Part-time Position Available

Administrative Assistant/Deputy Clerk

MINIMUM QUALIFICATIONS:

- 1) High school education
- 2) Background in bookkeeping, accounting, data entry and computers; and
- 3) A proficient typist.

REPORT TO: Finance director.

RESPONSIBILITIES: Serves as the direct back-up to the Finance Director and performs a wide variety of accounting, financial, billing, and administrative tasks.

DAILY TASKS: Minimum 20 hours a week Monday through Friday. Tasks will include, but are not limited to, accounts receivable, payroll preparation, utility billing, customer service, website updating, taking minutes, and general administrative support as directed by the Finance Director and Village Manager.

ESSENTIAL FUNCTIONS OF WORK

- Balances accounts, cash receipts and billing records.
- Prepares bills for mailing.
- Keeps master files current.
- Receives payments from customers in person and by mail.
- Operates various office machines.
- Assists customers and responds to complaints.
- Verifies transactions and records.
- Answers telephones.
- Performs other duties requiring similar skills.
- Uses Word, Excel and other related software.
- Types reports and letters.

DESIRABLE TRAITS: Good communication skills and an ability to deal courteously with the public.

COMPENSATION: \$14.25 an hour.

HOW TO APPLY: Forward a resume with work references to tpentek@orwellvillage.org or POBox 56 Orwell OH 44076.