

Part-Time Administrative Assistant/Deputy Clerk

MINIMUM QUALIFICATIONS

1. High School Diploma
2. Background in bookkeeping, accounting, data entry, and computers
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 of 20 hours a week Monday through Friday. Tasks will include, but are not limited to, accounts receivable, payroll preparation, utility billing, customer service, website uploading, 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 phones
- 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 P.O. Box 56, Orwell, OH 44076