



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

[www.orwellvillage.org](http://www.orwellvillage.org)

## Full-Time POSITION AVAILABLE

### CLERK OF COUNCIL/FINANCE DIRECTOR

#### MINIMUM QUALIFICATIONS:

1. High School Education
2. Knowledge of Municipal accounting, taxation, budgets and financial control.
3. Background in bookkeeping, data entry and computers.

#### REPORT TO:

Village of Orwell Council Members

#### RESPONSIBILITIES:

Clerk of Council/Finance Director is responsible to maintain complete financial records, receipts, and disbursements, property records and records of taxation. Clerk shall receive and be accountable for all funds belonging to the Village of Orwell and disburse funds only as authorized by resolution or ordinance as outlined in Article V of the Village Charter.

#### ESSENTIAL FUNCTIONS OF WORK:

- Issue purchase orders
- Prepare Vouchers
- Process and keep payroll records for all Village Employees.
- Maintain custody of all personnel files of Village Employees.
- Keep an accurate and complete journal of all proceedings of Council.
- Maintain custody of all laws, ordinances, and resolutions of Council.
- Maintain custody of all official documents, reports, papers, communications and files of Council and perform such other duties as Council may require.
- Assist the Village Manager in the preparation of estimates, budgets and Appropriations.
- Report to Council monthly or more often as required by Council concerning the financial affairs of the Village of Orwell.
- Attend Council meetings/work sessions.
- Take and keep minutes of all Council meetings.

All applicants are subject to drug testing and general background check. Must be bondable.  
The Village of Orwell is an Equal Opportunity Employer.

#### HOW TO APPLY:

Forward resume with work references to Village Council President,  
[cruks@orwellvillage.org](mailto:cruks@orwellvillage.org) or mail to PO BOX 56 Orwell OH 44076