



City of New Carlisle – Finance Department – Finance Clerk Job Opening, Full Time

The City of New Carlisle is accepting applications for a Full-Time Finance Clerk. This position reports to the Finance Director and interacts daily with City staff, vendors, and the general public.

Responsibilities: This position is responsible for a variety of duties that support the City's financial operations, including but not limited to processing purchase orders, invoices, payments, and expenditures. The Finance Clerk also tracks purchase orders, reconciles processed payments, and prepares monthly financial reports. Manages payroll functions, including reviewing time entries, processing payroll, and ensuring compliance with relevant laws and regulations. Provides support during audits, verifying expense reports, and addressing inquiries from vendors and others regarding payments or payroll. Cross training in various finance functions to provide support across the finance department as needed. Performs other duties as assigned by the Finance Director. This is a highly responsible position requiring a self-motivated, detail-oriented person with strong organizational skills.

Qualifications: High School Diploma or equivalent is required. Strong computer skills, including proficiency with Microsoft Excel and Word are required. Associate's degree in accounting or closely related field is preferred.

Experience: Minimum of three years of Government experience with accounts payable, accounts receivables, payroll functions and assisting in the annual Audit are preferred.

The ideal candidate must demonstrate the ability to work independently and collaboratively, prioritize and meet deadlines. Manage processes and data accurately. Experience with our financial software, Software Solutions VIP, is also preferred.

This is a non-exempt, AFSCME union position, with a pay range of \$21.25 to \$25.00 per hour, commensurate with experience, and an excellent benefit package. All applicants must pass a pre-employment drug screen and background check.

Email resume, cover letter and application in PDF format to hr@newcarlisleohio.gov

Position Open Until Filled- First Review of applications will be April 14, 2025. Position open until filled.

Applications are available at www.newcarlisleohio.gov.