



Municipality of Carlisle, Ohio
760 Central Avenue
Carlisle, Ohio 45005
(937) 746-0555 | fax (937) 743-8178
www.carlisleoh.org

Job Announcement and Description

FINANCE CLERK

The Village of Carlisle, Ohio (est. pop. 5,300), a chartered municipality situated southwest of Dayton in both Montgomery County and Warren County, is seeking applications for a full-time Finance Clerk. This employee will assist in the daily work of the Department of Finance, which includes work in the Utility Office, Income Tax Office, and the Mayor's Court. Duties are performed under the limited direction of the Finance Director.

ESSENTIAL FUNCTIONS

- Performs clerical, data processing, accounts receivable, accounts payable, accounting, treasury and customer service functions in the daily operations and work of the Department of Finance, which includes work in the Utility Office, Income Tax Office, and Mayor's Court.

EXAMPLES OF ESSENTIAL WORK

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Reconcile and enter daily receipt pay-ins to finance computer software.
- Check availability of funds for purchase requisitions.
- Enter purchase requisitions and issue purchase orders.
- Perform daily audits of bank transactions and activity.
- Review and enter invoices for vouchers for payment.
- Assist in monthly reconciliation of bank accounts.
- Do daily deposits to the Municipality's bank account.
- Assist in the data collection and compiling of quarterly finance reports.
- Assist in the data collection and file organizing for the preparation of annual financial statements.
- Assist in organizing files and data in preparation for statutory financial audits.
- Organize, sort, and file various paperwork of the Department of Finance.
- Serves as the primary backup for the Utility Clerk, Tax Administrator/Payroll Clerk, and Court Clerk and be able to perform their job duties on a limited basis (examples of their duties are summarized below).
 - Opens and sorts utility payments (water, sewer, and refuse) received via mail, drop box, in person, online payables, or on phone via credit card.
 - Process and post utility payments into utility computer software.
 - Opens and sorts income tax returns received via mail, drop box, or in person.
 - Assist in auditing income tax returns.
 - Process income tax payments into income tax computer software.
 - Process bi-weekly payroll if Payroll Clerk is unavailable.
 - Answer and assist customers on the phone and in-person.
- All other duties as assigned by the Finance Director.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and municipal employees.
- Ability to be punctual and dependable.
- Ability to establish and maintain effective working relationships with municipal officials, fellow employees, and the general public.
- Ability to operate office equipment such as a personal computer, typewriter, calculator, copier, fax machine, telephone, utility, tax and finance software, and general office equipment.
- Ability to understand and execute oral and written directions.
- Ability to handle confidential information.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties efficiently and accurately.
- Ability to work under the limited direction of the Finance Director.

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- High school diploma, or the equivalent, supplemented by some reasonable experience in a professional office environment, secretarial, and/or clerical work; or any combination of training and experience which provides the desired knowledge, skills, and abilities is a minimum.
- Post-secondary education such as an associate's degree or bachelor's degree is preferred.
- Prior work experience in local government is preferred.

NECESSARY SPECIAL REQUIREMENTS

- Possession of, or ability to obtain before appointment, a valid Ohio Driver's License and reliable transportation.
- Occasional ability to work other than normal business hours, such as evenings and weekends.

CONSIDERATION

- This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

COMPENSATION, BENEFITS, AND CLASSIFICATION

- Anticipated hiring pay range: \$15.43/hr - \$17.00/hr.
- Hiring range is dependent on qualifications and education.
- Full benefits package, including participation in the Ohio Public Employee Retirement System (OPERS), full medical insurance (medical, dental and vision available), and life insurance.
- Paid holidays and vacation, sick, and personal leave.
- Position is non-exempt, classified staff.

HOW TO APPLY

Submit resume, cover letter, and any other supporting materials (professional references, letters of recommendation, college transcripts, etc) to:

Village of Carlisle
Attn: Finance Director
760 Central Ave.
Carlisle, OH 45005

or email Finance Director Ryan Rushing at rrushing@carlisleoh.org.

Position requires a classified staff written examination. Successful passage of the written examination is needed for interview and hiring.

The Municipality requires post offer, pre-employment physical and drug test.

Position is open until filled.

TIMELINE

Application close date

All applications must be received by the Finance Director no later than Thursday, January 24, 2019 at 4:00 p.m.

Classified staff written examination

The exam will be held Friday, February 8, 2019 starting promptly at 2:00 p.m. The exam will be held in the Council Chambers at Town Hall 760 Central Ave., Carlisle, OH 45005. Check-in will be at 1:30 p.m. Any candidates who arrive late will not be admitted. A \$20 testing fee must be paid at the time of the test. Applicants must bring a valid identification card. Applicants must pass the written examination at a 70% grade or higher. The examination will cover intermediate reading and writing, knowledge of basic accounting/bookkeeping, and mathematic skills.

Interviews

Applicants who are qualified and pass the written examination of with a grade of 70% or higher will be invited to interview with the Finance Director.

Disclaimer: The Municipality of Carlisle is an equal opportunity employer and considers all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age disability, veteran status, or any other legally protected states. Per Ohio law, applications are subject to public disclosure.