

The Northfield Village Finance Department is seeking a part-time finance assistant to process purchase orders, accounts payable and accounts receivable. Qualified candidates should possess prior municipal finance experience and the ability to use Microsoft Excel. Knowledge of SSI EGovPro software is also preferred. Candidates must be able to pass a background check and drug test. Hourly pay rate is \$18.00-\$23.00/hour depending upon qualifications. The Village of Northfield is an Equal Opportunity Employer.

Please submit a resume with references to:

The Village of Northfield
Attn: Finance Director
10455 Northfield Road
Northfield, OH 44067