



Job Announcement and Description

FINANCE CLERK

City of Carlisle, Ohio (est. pop. 5,500), a chartered city located southwest of Dayton in both Montgomery and Warren Counties, is accepting applications for a full-time Finance Clerk.

This position supports the daily operations of the Department of Finance, including work in the Utility Office, Income Tax Office, and Mayor's Court, under the limited direction of the Finance Director.

Essential Functions

Performs a variety of clerical, accounting, data processing, accounts payable, accounts receivable, treasury, and customer service duties to assist in the efficient operation of the Department of Finance, including the Utility Office, Income Tax Office, and Mayor's Court.

Examples of Duties

(The following examples illustrate typical duties. Not all duties may be performed, and additional tasks may be assigned.)

- Reconcile and enter daily receipts into the finance software.
- Verify 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 payment vouchers.
- Assist with monthly bank account reconciliations.
- Prepare and make daily deposits to the City's bank account.
- Assist with data collection and compilation of quarterly finance reports.
- Support preparation of annual financial statements through data gathering and file organization.
- Assist with organizing records and data for statutory financial audits.
- Maintain and file various documents for the Department of Finance.
- Update the City's website with current finance-related information and notices.
- Serve as the primary backup for the Utility Clerk, Tax Administrator, and Court Clerk, performing their duties on a limited basis as needed, including:
 - Opening and sorting utility payments (water, sewer, and refuse) received via mail, drop box, in person, or online.
 - Processing and posting utility payments into the utility billing software.
 - Opening and sorting income tax returns received by mail, drop box, or in person.
 - Assisting with the auditing of income tax returns.



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- Processing income tax payments into the income tax software.
 - Assisting customers by phone and in person.
 - Perform other duties as assigned by the Finance Director.
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Desirable Knowledge, Skills, and Abilities

- Strong attention to detail and accuracy in financial and clerical work.
 - Knowledge of standard accounting practices and office procedures.
 - Skill in dealing tactfully, professionally, and courteously with the public and coworkers.
 - Dependability and punctuality.
 - Ability to establish and maintain effective working relationships with City officials, employees, and the public.
 - Proficiency in using office equipment such as computers, calculators, copiers, fax machines, telephones, and finance, utility, and tax software.
 - Ability to understand and carry out oral and written instructions.
 - Ability to maintain confidential information and handle sensitive data appropriately.
 - Strong organizational skills with the ability to manage multiple tasks efficiently.
 - Ability to work effectively under limited supervision.
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Desirable Education, Training, and Experience

- Graduation from an accredited high school (or equivalent), supplemented by experience in an office, accounting, or administrative setting.
 - Post-secondary education such as an associate's or bachelor's degree is preferred.
 - Prior experience in local government is desirable.
 - Any combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered.
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Necessary Requirements

- Possession of, or ability to obtain prior to appointment, a valid Ohio Driver's License and reliable transportation.
 - Availability to work occasional evenings or weekends as needed.
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Compensation, Benefits, and Classification

- Starting Pay Range: \$18.95 – \$20.11 per hour (dependent on qualifications and education).
 - Benefits: Full benefits package, including participation in the Ohio Public Employees Retirement System (OPERS), medical, dental, and vision insurance, life insurance, paid holidays, vacation, sick leave, and personal leave.
 - Classification: Non-exempt, classified staff position.
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How to Apply

Submit a completed application to:
City of Carlisle
Attn: Elayna Myers
760 W Central Avenue
Carlisle, OH 45005
HR@carlisleoh.gov

Email submittals are preferred but not required.

All candidates are subject to a post-offer, pre-employment physical and drug test.

Timeline

The position is open until filled.
First review of applications will begin on December 1, 2025.

Equal Opportunity

The City of Carlisle is proud to be an Equal Opportunity Employer.