

**TRUSTEES**

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

POSITION: Administrative Clerk

DEPARTMENT: Administration - Finance

PURPOSE: The Administrative Clerk will assist with processing payroll, accounts receivable, accounts payable, human resources, and the other ongoing work of the Administration. The Administrative Clerk will also assist with the management of the office, including customer service.

SCOPE: The Administrative Clerk will play an integral role in the success of the Administration, providing critical support to multiple functions in the department.

SALARY RANGE: \$40,000-\$60,000

ESSENTIAL ROLES & RESPONSIBILITIES: May include, but not limited to the following:

- Assist with processing payroll, including withholdings, and monthly, quarterly, and year end reporting.
- Assist with the accounts receivable and accounts payable functions, as well as the regular work of the finance function.
- Assist with the management of the office, including coordinating public records requests and providing excellent customer service.
- Assist with the human resources function.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to learn and navigate multiple forms of software, most importantly Microsoft Office.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Commitment to customer service.
- Strong communication skills, both written and oral.
- Ability to structure, prioritize, and manage multiple projects.
- Ability to establish and maintain harmonious working relationships with employees.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS: High school diploma or GED required. Graduate of accredited four-year college or university with a degree in accounting, finance, human resources, business or public administration, or a closely related field preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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