



Job Vacancy Announcement

Description

The City of the Village of Indian Hill, Ohio is currently accepting applications for the position of Finance Specialist (Administrative Assistant). This position performs specialized clerical accounting support duties within the Finance Department, including income tax collection and a variety of administrative and office support tasks. Provides direct customer service to of city employees at all levels and the public regarding financial operations, procedures, and processes. Employees in this role are cross-trained across assignments and assist team members as needed. Work is performed under the direct supervision of the Finance Director/Comptroller and the Assistant Finance Director/Tax Commissioner, with general guidance from the City Manager as assigned.

Indian Hill is located in Hamilton County, Ohio, approximately ten miles northeast of Cincinnati and encompasses 20.5 square miles. Indian Hill is home to approximately 6,087 residents and has a strong sense of history, community and rural agriculture.

Essential Duties and Responsibilities

- Serves as a primary point of contact for residents, taxpayers, and visitors, delivering responsive and professional customer service; resolves inquiries with sound judgement.
- Provides administrative and office support for the Finance Department, including responding to inquiries and complaints; preparing and maintaining records, files, and reports; and documenting procedures for finance functions such as accounts receivables or payroll.
- Coordinates accounting and bookkeeping records, systems, and processes within assigned functional areas. Duties may vary and do not always follow standardized routines. Recommends improvements to procedures and processes as appropriate. Maintains a working knowledge of financial systems and all functional assignments, and provides backup support across Finance Department functions as needed.
- Assists with municipal payroll administration by:
 - Entering and updating employee pay and benefits information
 - Verifying payroll data and timesheets
 - Interpreting contract provisions related to compensation and benefits
 - Processing earnings, deductions, and payroll-related transactions
 - Preparing reports, surveys, tax filings, year-end statements, and journal entries
 - Supporting pension and retirement reporting, including compliance with Ohio Public Employees Retirement System (OPERS) and Ohio Police & Fire Pension Fund requirements
 - Maintaining payroll records in compliance with federal, state, and local regulations
- Assists with Accounts Payable by:
 - Processing purchase orders and invoices
 - Maintaining vendor records
 - Responding to inquiries regarding invoice status
 - Monitoring sales tax-exempt and fixed asset purchases
 - Preparing periodic financial reports

- Assists with municipal water billing and customer service administration by:
 - Loading handheld meter reading units and uploading completed readings
 - Coordinating water invoices and billing processes with Water Works personnel and Assistant Finance Director/Tax Commissioner
 - Maintaining payment records, processing payments, and issuing follow-up, penalty, and shut-off notices
 - Managing receivables in the Central Cash Accounting Software and coordinating deposits
 - Working with banking institutions and customers to set up and process electronic bill payments
 - Maintaining accurate records and reporting discrepancies to the Assistant Finance Director/Tax Commissioner
 - Answering customer calls, researching concerns, and coordinating service requests and work orders
 - Tracking, resolving, or referring water account issues and discrepancies
 - Setting up and maintaining customer accounts and notifying residents of emergencies or repairs
 - Issuing fire hydrant permits and meter applications
 - Communicating effectively with Water Works personnel and management
- Performs clerical and technical tax-related accounting tasks, including:
 - Audits income tax returns to ensure all legally required taxes are paid
 - Processing payments
 - Posting receipts to taxpayer accounts accurately and timely
 - Managing and maintain the tax database tracking new and former residents
 - Responding to taxpayer and accounting representative inquires via phone and in person
 - Ensuring compliance with local tax ordinances
 - Other related tax duties as assigned
- Performs routine clerical duties such as answering phones, greeting visitors, handling mail, filing, copying, scanning, data entry, scheduling meetings, and maintaining office supplies.
- Receives, processes, and accounts for cash and related transactions, including collecting fees, balancing funds, and preparing disbursements in accordance with internal controls.
- Maintains accounting records by entering and updating journals, ledgers, accounts, and computer applications and financial systems; compiles financial and statistical reports; and processes incoming mail and payments.
- Provides administrative assistance to Finance Department management and supports overall departmental operations.
- Manages the administrative functions of Bridle Trail licenses, Shooting Club memberships, Grand Valley boat barn usage, and false alarm accounts, including processing applications and memberships, responding to inquiries, and coordinating invoicing and communications.
- Assists residents, architects, and real estate professionals with information related to site clearance releases, building plans, and associated documentation.
- Attends committee and commission meetings; prepares and processes official documents, forms, notices, meeting minutes and other related material.
- Handles confidential and sensitive information with discretion and maintains data integrity.
- Provides backup support and assistance to other administrative staff as required.
- Maintain regular, reliable attendance and effective working relationships with employees, officials, and the public.

Knowledge, Skills and Abilities

- Ability to perform accurate data entry.
- Knowledge of basic accounting principles and functions.
- Proficiency in office and accounting software.
- Strong written and verbal communication skills, with the ability to interact professionally with residents, elected officials, vendors, and staff.
- Strong interpersonal skills and a collaborative, team-oriented approach.
- Highly organized, detail-oriented, and self-directed, with the ability to prioritize and manage multiple responsibilities.
- High level of accuracy, timeliness, and accountability.
- Proficiency in Microsoft Outlook, Word, and Excel.
- Knowledge of basic auditing principles, practices, and procedures.
- Familiarity with auditing practices and local tax regulations preferred.
- Ability to maintain confidentiality of financial and sensitive information.

Required Education and Experience

High School Diploma or GED, supplemented by coursework in accounting, finance, or a closely related field; or an associate's degree in accounting or a related field is preferred.

Minimum of two (2) years of experience in general accounting, bookkeeping, banking, or office support functions required. Experience with accounting software is desirable. Experience with governmental accounting systems and income tax collection is preferred but not required.

Job Benefits

Starting salary at \$66,635 to \$89,726, depending on qualifications, with an excellent benefit package. Position is unclassified, FLSA exempt, and at-will.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account
- Employer paid Basic Life & AD&D in the amount of 1X salary up to a maximum of \$75,000
- Access to onsite workout facility and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Longevity pay annually after 5 years of service with the Village
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

Application Process

Qualified applicants are required to submit a detailed cover letter, resume and application for employment no later than 4:00 p.m. EST on Friday, April 24, 2026 for utmost consideration, although applications will be accepted until this position is filled.

All documents should be submitted at the same time and may be submitted electronically through the City's website (<https://indianhill.gov/employment/>), mailed or delivered to the attention of:

Jessica Chaney
Director of Administrative Services
Village of Indian Hill
6525 Drake Road
Cincinnati, OH 45243
(513) 561-6500
jchaney@indianhill.gov

All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a drug screening.