

Orange Village

Job Posting

Position Title: Finance Clerk

Posting Date: March 1, 2025

Department: Finance Department

Reports to: Treasurer

Part-Time: **Full-time, in office**
M-F 8:30 am - 4:30 pm
40 hours a week

Pay Rate: \$20 - \$24 per hour
depending on qualifications

Job Summary: Orange Village is currently accepting applications for a Full-Time Finance Clerk. This position performs various duties related to Village finances including accounts payable, daily deposits, and receipting. Additional duties include miscellaneous administrative and clerical functions, including answering telephones.

This is a highly responsible position requiring a self-motivated, detail-oriented person with strong organizational skills as well as the ability to work independently and follow detailed directions.

Job Requirements: Associates degree in accounting is desired with a minimum of three years accounts payable, accounts receivables and office experience as well as the ability to work in a team environment and interact well with the public. Strong computer skills required, including proficiency with Microsoft Excel and Word, as well as the ability to learn financial management software. Prior work experience in public sector or government is desirable.

Please email resumes to applications@orangevillage.com or mail to:

Dana Kavander, Treasurer
Orange Village
4600 Lander Road
Orange Village, OH 44022

Orange Village is an Equal Opportunity Employer