



## Fiscal and Administrative Assistant

The Clinton County Port Authority is seeking a regular full-time, hourly (40 hours per week) Fiscal and Administrative Assistant to join our team at the Wilmington Air Park. This position combines administrative support with financial operations assistance, playing a vital role in supporting the Port Authority's mission to promote economic development and manage aviation facilities in Clinton County.

The position incumbent will perform a variety of fiscal and administrative tasks under general supervision, working collaboratively with staff to ensure efficient operations and excellent customer service to tenants, contractors, and the public.

Position requires at least a high school diploma with minimum of 4 years of experience in a fiscal support role. Familiarity with financial software and accounting is preferred and previous experience with public sector accounting is a plus. A certain degree of creativity and flexibility, along with a customer service mindset, is expected.

Anticipated starting pay level is \$24-29 per hour, commensurate with experience and qualifications. The Port Authority is a public employer, and this position will participate in Ohio Public Employees Retirement System. Paid sick leave, vacation, holiday pay and other benefits are in accordance with the Port Authority's guidelines and policies.

Interested individuals should submit a letter of interest with a resume detailing past work history, and three professional references, no later than December 31, 2025, to:

Beth Huber, Chief Operating Officer  
Clinton County Port Authority  
Wilmington Air Park  
1113 Airport Rd  
Wilmington, Ohio 45177  
Or, via email: [bhuber@ccportauthority.com](mailto:bhuber@ccportauthority.com)  
Visit [www.WilmingtonAirPark.com](http://www.WilmingtonAirPark.com) for a full position description.

*The Clinton County Port Authority is an equal opportunity employer and does not make employment decisions in a discriminatory manner based on race, color, religion, sex, national origin, sexual orientation, military status, disability, age, genetic information, ancestry, or any other class protected from discrimination by applicable federal, state, and/or local law.*