

Village of Brooklyn Heights Employment Opening Notice Fiscal Associate

The Village of Brooklyn Heights invites qualified applicants to apply for the position of full-time Fiscal Associate to the Clerk-Treasurer within the Village of Brooklyn Heights Clerk-Treasurer's Office (General Description of Duties and Qualifications Below). There is currently one (1) opening. Interested applicants can obtain employment applications on the Village of Brooklyn Heights website. Applicants must also submit a resume with detailed job experience listed. Application packages must be submitted to the address below or emailed to the Clerk-Treasurer's Office at the email address below no later than March 13, 2026 to be considered. The Village of Brooklyn Heights is an Equal Opportunity Employer.

Mailed applications should be submitted to: 345 Tuxedo Ave, Brooklyn Hts. OH 44131

Emailed application should be sent to Clerk-Treasurer@brooklynhts.org

Duties: Under the general direction of the Clerk-Treasurer the Fiscal Associate is responsible for paying vendors, maintains department files and records, and provides clerical support to Clerk-Treasurer. Position is also responsible for processing and preparing Village payroll using data processing ADP payroll software, preparing all reports on payroll matters, and preparing other reports as needed.

Qualifications: High school or GED equivalent with two (2) or more years' experience in accounting, billing/accounts payable, invoicing, or bookkeeping required and/or two (2) or more years' experience in payroll processing required; or equivalent combination of education, training, and experience necessary to perform essential functions of position. Experience with payroll processing for a public entity and experience with collective bargaining agreements payroll preferred. Experience with ADP payroll processing software preferred.

Benefits/Compensation: The pay range for this position is \$25.00 - \$29.00, commensurate with experience. The Village also offers insurance, vacation, sick leave, and other benefits common in the public sector such as public pension contribution.