

Part-Time Finance Clerk – open until position filled

Please attach Resume to be considered

The City of Moraine is currently accepting applications Part-Time Finance Clerk. This position performs various duties related to City finances including accounts payable, daily deposits and receipts, and miscellaneous administrative, financial, and clerical functions

Requirements include: high school diploma or equivalent, minimum of two years office experience, ability to work in a confidential environment, ability to work closely with others in a team environment, and interact well with the public. Strong computer skills required, including proficiency in Microsoft Excel and Word, as well as the ability to learn finance software.

Pay range: \$14.69-\$17.87 per hour depending on qualifications. Hours range: 20-25 per week.

Apply online at: <http://ci.moraine.oh.us/employment/>