

## Orange Village

### Job Posting

**Position Title:** Finance Clerk

**Posting Date:** March 16, 2021

**Department:** Finance Department

**Reports to:** Treasurer

**Part-Time: Permanent Part-time**  
M-F afternoons until 4:30 pm  
20-25 hours a week

**Pay Rate:** \$17 - \$20 per hour  
depending on qualifications

**Job Summary:** Orange Village is currently accepting applications for Part-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, detailed oriented person with strong organizational skills as well as the ability to work independently and follow detailed directions.

**Job Requirements:** High School Diploma or equivalent and a minimum of two years accounts payable or 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 finance software.

Please email resumes to [applications@orangevillage.com](mailto: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*