



PART TIME FINANCE CLERK/SECRETARY

The City of the Village of Indian Hill, Ohio is accepting applications for a Part Time Receptionist/Secretary position. The job responsibilities include answering phones, directing callers and visitors to appropriate departments, general clerical duties, assisting with income tax collection process, maintaining databases associated with Village amenities, and being backup support for the Administrative Assistants. The position will report directly to the Finance Director/Tax Commissioner.

Hours for the position are twenty-four (24) hours per week.

Applicants must possess strong verbal and written communication skills as the position interacts continuously with residents, councilmembers, vendors and staff. Experience with local income tax administration is preferred and an outgoing personality and pleasant demeanor are highly encouraged. In addition, applicants must possess willingness to be a team player and work collaboratively. Applicants must be organized, detailed-oriented and effectively prioritize workloads. Strong computer skills -- particularly Microsoft Word, Outlook, Excel and PowerPoint -- are essential to the position.

Salary range is \$16.00 to \$18.00 per hour, based on qualifications. Interested applicants may send a letter of interest and resume by **January 27, 2017** to:

Mr. Scott Gully
Finance Director/Tax Commissioner
City of the Village of Indian Hill
6525 Drake Road
Cincinnati, Ohio 45243

or

sgully@ihill.org

CITY OF THE VILLAGE OF INDIAN HILL, OHIO
POSITION DESCRIPTION

TITLE: Part Time Finance Clerk/Secretary (24 hours per week)

DEPARTMENT: Finance/Administration

SUPERVISOR: Finance Director/Tax Commissioner

FUNCTION:

Performs a wide variety of administrative, secretarial, financial and clerical activities related to the day to day operations of the Finance and Administrative Departments

REPRESENTATIVE LIST OF RESPONSIBILITIES:

- Answers telephones (First Responder) and routes calls to appropriate departments in a courteous and professional manner; provide routine information to customers and the general public.
- Greets incoming visitors (First Responder) to the administration building at the front window. Assists visitors in a professional and courteous manner to provide them with appropriate information or referral to the appropriate department based on request
- Maintains general office filing system; distributes office mail; types documents; assists with daily deposits
- Assists with income tax collection– prepares daily deposits, processes returns, reconciles withholding forms, and any other duties as necessary
- Grand Valley Nature Preserve – maintains member database, distributes membership cards, updates rules and regulations, assists Grand Valley Preserve Ranger with event preparation
- Indian Hill Shooting Club – maintains member database, processes applications for new members, maintains safety class database, maintains waiting list, processes annual invoices and track payments, assists Part Time Range Supervisor with other duties as needed
- Bridle Trails – maintains member database, processes applications for new members, processes annual invoices and tracks payments
- Alarm Monitoring – maintains user database, processes annual invoices and track payments
- Boat Barn Rental – maintains user database, processes annual invoices and tracks payments
- Schedules use of Council Chambers
- Collects and preserves articles related to Village events, projects, issues and legal advertisements
- Works cooperatively with Administrative Assistants to support other administrative activities as determined by Finance Director/Tax Commissioner
- Provides support and assistance to other administrative positions as determined by Finance Director/Tax Commissioner

EQUIPMENT USED:

Telephone, postage meter, copier, calculator, computer, & printer.

LICENSES OR CERTIFICATIONS REQUIRED:

Maintain proficiency on Microsoft Office and other financial software as needed

CIVIL SERVICE STATUS:

Non-Exempt

PHYSICAL REQUIREMENTS OR RESTRICTIONS FOR POSITION

Must have ability to load paper in copy machine and printers, reaching up or bending down to access stored materials.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

High school education plus at least 2 years general office experience which must include working collaboratively with the public and co-workers; working knowledge of Microsoft Office - Word, Outlook, Excel, PowerPoint and other software programs; experience with local income tax processing preferred;