THE VILLAGE OF INDIAN HILL

Job Vacancy Announcement

Part Time Finance Clerk/Secretary

Description

The Village of Indian Hill is seeking a dependable, organized, and customer-service-oriented individual to join our team as a Part-Time Finance Clerk/Secretary. This is an excellent opportunity for someone who enjoys working with people, staying organized, and performing a variety of administrative and financial tasks.

The Finance Clerk/Secretary performs a wide variety of administrative, financial and clerical duties related to the day-to-day operations of the Finance and Administration Departments. Provides basic clerical support to office operations such as serving as receptionist, answering telephones, sending and distributing mail, filing documents, making copies and scanning, typing, entering data, cash handling and other similar administrative tasks.

The ideal candidate is friendly, professional, detail-oriented, and comfortable balancing a variety of responsibilities. This position offers the opportunity to use existing office and bookkeeping skills while learning new systems, processes, and functions within local government.

Essential Duties and Responsibilities

- Screens and prioritizes incoming calls as first responder and directs callers to appropriate personnel and departments.
- Greets visitors as the initial point of contact for the Administration building; maintains good public relations; provides routine information, solves minor problems and customer issues, and refers contacts to the most appropriate source.
- Provides citizens with department information about policies, guidelines and procedures.
- Delivers professional, helpful, quality service and assistance to customers.
- May generate various permits, collect fees, and generate receipts.
- Maintains general office filing system; sorts and distributes office mail; composes and produces documents, including drafting and generating routine communications.
- Assists with income tax collection; prepares and balances daily tax deposits; processes incoming mail, updates taxpayer contact information as necessary; and other related duties as assigned.
- Maintains user and member spreadsheets and databases; processes applications for new members, maintains waiting lists, distributes membership cards, processes annual invoices and tracks payments for various memberships such as the Grand Valley Nature Preserve, Indian Hill Shooting Club, Bridle Trails, Boat Barn rentals and Alarm Monitoring, etc.
- Schedules use of Council Chambers.
- Collects and preserves articles related to Village events, projects, issues and legal advertisements.
- Performs basic accounting duties, including cash handling, preparing deposits, reconciling cash accounts, entering accounting data into records, and other basic accounting tasks as assigned.
- Provides primary backup support and assistance to other administrative positions and performs special projects for departments as determined by Finance Director/Comptroller.
- Handles confidential and sensitive information.
- Demonstrates regular and predictable attendance.
- Ability to get along with others.

Knowledge, Skills and Abilities

- Knowledge of basic accounting principles, practices, methods, functions and procedures.
- Knowledge of general office practices and procedures.
- Ability to develop and maintain effective and efficient recordkeeping and database systems.
- Ability to maintain records, prepare reports, and perform other necessary clerical and administrative duties efficiently and accurately.
- Ability to respond to inquiries from the public and remain calm under stressful situations.
- Ability to communicate effectively and accurately, both orally and in writing.
- Ability to perform basic accounting functions.
- Ability to proficiently learn departments and administrative function's propriety software following appointment.
- Ability to enter information into computer system in a sustained and continuous manner.
- Ability and willingness to adapt, embrace, and support change, and to learn new methods and processes.
- Strong computer operation skills and use of Microsoft Office applications such as Word, Outlook, Excel, and PowerPoint.
- Skill in modern office equipment and telephone console operation.
- Excellent interpersonal and communication skills and have the ability to work well with Council, staff and departments throughout the Village.
- Excellent organizational and time management skills.
- Must be detailed-oriented, self-motivated and effectively prioritize workloads.
- Must be able to work collaboratively with others and be a team player.

Required Education and Experience

A high school diploma or equivalent, along with at least two years of experience in accounting, bookkeeping, or general office practices is required. An equivalent combination of education, experience, and training may also be considered.

Experience with local income tax processing and governmental accounting software is preferred.

Tools and Equipment Used

Computer including word processing, spreadsheet, database and various software programs, calculator, copy machine, fax machine, printer, telephone, postage machine, forms folder/inserting machine and other small office equipment.

Physical Requirements and Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally sedentary work with low physical effort required to sit, stand, bend, stoop, push, pull, carry, lift and walk. Light work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies up to 20 to 30 lbs. Dexterity to use keyboard, monitor and calculator and various small office equipment. Vocal communication is required to perceive, express or exchange ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; and visual acuity to prepare and analyze written or computer data, equipment and reports. Work is generally performed indoors in a temperature-controlled environment.

Compensation

$21.13–$25.83 per hour, depending on qualifications and experience.

This part-time position is covered under the Ohio Public Employees Retirement System (OPERS). Eligible employees are required to participate in OPERS in accordance with applicable plan requirements and regulations.

Schedule

Enjoy the benefits of part-time employment with a schedule of up to 28 hours per week. The Village is open to discussing flexible scheduling arrangements within regular business hours (Monday–Friday, 8:00 a.m. – 5:00 p.m.) to help accommodate individual scheduling needs while meeting departmental requirements.

Application Process

Interested candidates are invited to submit a detailed cover letter, resume and application for employment no later than **4:00 p.m. EST on Friday, December 4, 2026** for utmost consideration, although applications will be accepted until this position is filled.

Applications may be submitted electronically through the Village website (, mailed, or delivered in person.

Or submit your application to:

Jessica Chaney
Director of Administrative Services
Village of Indian Hill
6525 Drake Road
Cincinnati, OH 45243
Phone: (513) 561-6500
Email: jchaney@indianhill.gov

The successful candidate will be required to pass a background check and pre-employment drug screening.

The City of the Village of Indian Hill is an Equal Opportunity Employer.