

Part-time Administrative Assistant

Department: Finance

Job Purpose: The Administrative Assistant is responsible for collecting, disbursing, and booking revenues and customer service.

Essential Duties & Responsibilities

- Receive and distribute mail.
- Perform accounts receivables duties including but not limited to posting and recording all receipts and processing local deposits.
- Answer customer inquiries on phone and in person regarding utilities, park reservations, limbs, trash, etc.
- Make and count back correct change for customers.

Additional Duties and Responsibilities

- Accomplish all other tasks as assigned.

Experience and Education:

Required:

- High School diploma or GED
- Previous experience in public finance
- Knowledge of Microsoft Office (Excel, Word, PowerPoint), and accounting software
- Accuracy and attention to detail

Preferred:

- Degree in Business Management and/or Accounting
- Knowledge of accounting software (Software Solutions VIP)

Benefits:

- Personal Days
- PERS

Other Details:

Salary: \$12.03-\$16.37/hour depending on qualifications

Position Type: Part-time

Hours: 9:00-3:00 with ½ for lunch

Reports to: Director of Finance

Email resume, cover letter, and employment application to mbrandt@brookvilleohio.com.
Please use the title of this position in the subject line.

City of Brookville is an equal opportunity employer.