

Part-Time Fiscal Officer Assistant

The Concord Township Board of Trustees is accepting applications until June 6, 2025 at 5:00 pm for the position of part-time Fiscal Officer Assistant.

This position provides part-time (approximately 20 hours per week), hourly, administrative support, and general assistance to the Fiscal Officer. This position may also provide assistance to other township offices and departments as needed. Duties may include but are not limited to: Payroll processing, Accounts Payable/Receivable, Human Resource functions, Records retention and disposal, Cemetery records, Attend evening township meetings as needed, Social media and/or Website posting and updating, Operate office equipment including computer, copier, fax, phone system, and/or other duties as assigned.

Compensation to be determined by experience, range \$18-\$27/hour. This position does not provide benefits. Must possess a valid Ohio driver's license, and pass pre-employment drug screen, and background check.

Skills and Qualifications - High School diploma or equivalent, associate's or bachelor's degree preferred. Ability to communicate effectively, verbally and in writing, with excellent grammar and writing skills. Proficient with calculations and numbers. Positively interact with other township departments as well as the public. Detail oriented. Confidentiality and professionalism. Data entry skills. Ability to work independently. Ethical conduct. Ability to follow instructions, organize, and prioritize assignments. Strong MS Office skills preferred in word processing and spreadsheets. Proficient with computers, software programs, and office equipment. Previous local government or financial experience a plus.

Environment - Work is performed primarily in a standard office setting with interaction with general public and township employees and officials. May be required on occasions to work evening hours, i.e. township meetings and/or attend trainings. May be required on occasion to work out of doors and walk on uneven ground such as at a township park or cemetery.

Physical - Work involves sedentary to light work in an office setting, including sitting, walking, reaching, bending, lifting and carrying light to moderate record storage boxes, operating office equipment, and complying with township drug-free handbook policies.

Expectations - This position will be expected to follow and understand established township policies and procedures, collective bargaining agreements, Ohio revised code, and other local, state, and federal laws and regulations.

This position description is presented for informational purposes only and can be changed at any time by the Concord Township Board of Trustees with or without notice. This description is not an employment contract, express or implied. The Assistant Fiscal Officer is an at-will employee, and either the employee or Concord Township can terminate the employment relationship at any time (for any reason or no reason).

EEOC – Equal employment opportunity is afforded to all employees and applicants without regard to sex (including pregnancy and gender identity), race, religion, color, age, national origin, disability, family medical history, genetic information, or any other characteristic protected by applicable federal or state of Ohio law.

Please send resume by mail or email to: Concord Township, Attn: Fiscal Officer, 6385 Home Road, Delaware, Ohio 43015, jdavis@concordtwp.org.