

**Village of Millersburg**  
Inviting Applications for:  
**PART-TIME ADMINISTRATIVE ASSISTANT**

**ABOUT THE VILLAGE**

From its early 19th century roots to today, the Village of Millersburg celebrates a long history of growth and community. Originally laid out by Adam Johnson and Charles Miller in November 1815, the Village itself was established in 1825. The Village was incorporated in 1835.

Millersburg has recently experienced a renaissance, with growth and change benefiting the community in terms of exciting new events and experiences, downtown shops, and popular establishments.

**ABOUT THE POSITION**

The Village of Millersburg is seeking an Administrative Assistant to work closely with the Village Fiscal Officer & Tax Administrator as well as the Village Administrator, Utility Clerk, Mayor, Council, and staff to oversee all daily finance and administrative operations of the Village. This position is advanced administrative work.

This role is structured as part-time with a minimum of 20 hours per week. Depending on organizational need, hours per week may vary. Based on performance and organizational needs there is potential to transition into a full-time role.

Village business hours Monday – Friday 8:00 am – 4:30 pm. Additional hours, as necessary.

**WAGES AND COMPENSATION**

The following is defined by and subject to the approval of the Village Council.

- Compensation: Hourly rate is based on experience
- 1- year probationary period

**TYPICAL DUTIES MAY INCLUDE**

Data entry for financial and income tax transactions.

Daily posting of receipts.

Accounts payable

Organize and maintain financial documents and records.

Assist the fiscal officer in preparing and maintaining financial reports and records.

Help with budgeting and annual appropriations activities.

Reconcile accounts and assist with audits.

Prepare daily deposits and conduct banking.

Preparing agendas and minutes for village council meeting.

Assist in preparing legislation, legal notices, and meeting notices.

Attend council and committee meetings as needed.  
Fulfill public records requests and maintain compliance records.  
Process municipal income tax returns and payments.  
Payroll processing (30+ employees).  
Assist in human resources and benefit administration.  
Perform general administrative and clerical tasks as assigned by the fiscal officer, tax administrator, village administrator, village council, and the mayor.

### **THE IDEAL CANDIDATE**

Will embrace the Village's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of the administration of the village; be detailed and able to manage multiple tasks; successfully perform a wide variety of complex, responsible and confidential duties; able to take direction and follow established policies and procedures; a team player who likes working with a variety of village staff; be versatile and flexible; have a sense of humor and a friendly disposition; be well-versed in Word, Excel, and Outlook as well as the ability to learn various software and programs related to assigned duties; has knowledge of local government organization and procedures; ability to communicate clearly, concisely and accurately in both verbal and written form; demonstrate the ability to maintain strict confidentiality; willingness to attend meetings, trainings and conferences on relevant topics.

Candidates with prior government accounting experience and UAN accounting software will be given primary consideration. Knowledge of the workings of local government, along with state and federal rules, regulations and laws, including the Ohio Sunshine Laws, is desirable.

### **EQUIPMENT OPERATED**

Work shall be performed with tools, appliances, and equipment approved by the Village, and agencies or bodies that have control, authority, or approval over the design, working ranges or limitations of the items specified below. The employee has the responsibility to conform to those ranges and limitations.

- Computer
- Printer
- Telephone
- Copier
- Fax machine
- Scanner

### **MINIMUM QUALIFICATIONS**

High School Diploma or GED equivalent.

Completion of college coursework and/or 2-4 years of experience in accounting, finance, business administration or a related field.

And/or Proven experience in financial administration, municipal finance administration, as an administrative assistant, office assistant, or similar role (typically 2-4 years)

Excellent knowledge of Microsoft 365  
Collaboration with others and ability to multi-task to meet deadlines is a must.  
Valid Ohio Class D driver's license

**APPLICATION PROCESS**

Applications are available on the village website at [www.millersburgohio.com](http://www.millersburgohio.com).

Send cover letter, application, and resume to:

Village of Millersburg

Bobbie Curry

6 North Washington Street

Millersburg, OH 44654

Or email to [bobbie.curry@millersburgohio.com](mailto:bobbie.curry@millersburgohio.com).

No phone calls please

Position will be posted until filled.

The Village of Millersburg is An Equal Opportunity Employer  
EOE/ADA