

EMPLOYMENT OPPORTUNITY

Board of Public Affairs, Village of Blanchester, Ohio is accepting applications/resumes for a part-time clerical position.

This position is to assist the Director of Utilities and the business division with various tasks such as: assisting the customer service staff; preparation of budgets and financial statements; work with billing, accounts payable and receivables, rate analysis and processing; reviewing and maintaining customer, vendor and financial accounts and records, etc.

Experience in working with digital and social media, customer communications, newsletters, etc. is a plus.

Applicant must possess experience in business, finance, accounting or other closely related fields. Three years of progressively responsible public service experience in one or more of these fields with competent computer skills which provide the desired knowledge, skills and abilities is preferred.

The Village of Blanchester is an Equal Opportunity Employer.

Applications/resumes must be submitted by March 1, 2023 to:

Board of Public Affairs
318 E. Main Street, Suite 102
Blanchester, Ohio 45107