

## Orange Village

### Job Posting

**Position Title:** Finance Clerk

**Posting Date:** May 12, 2026

**Department:** Finance Department

**Reports to:** Treasurer

**Part-Time:** **Full-time, in office**  
M-F 8:00 am - 4:30 pm  
40 hours a week

**Pay Rate:** \$20 - \$24 per hour  
depending on qualifications

**Job Summary:** Orange Village is currently accepting applications for a Full-Time Finance Clerk. This position performs various duties related to Village finances including accounts payable, daily deposits, and receipting. Additional duties include miscellaneous administrative and clerical functions, including answering telephones.

This is a highly responsible position requiring a self-motivated, detail-oriented person with strong organizational skills as well as the ability to work independently and follow detailed directions.

**Job Requirements:** Associates degree in accounting is desired with a minimum of three years accounts payable, accounts receivables and office experience as well as the ability to work in a team environment and interact well with the public. Strong computer skills required, including proficiency with Microsoft Excel and Word, as well as the ability to learn financial management software. Prior work experience in public sector or government is desirable.

Please email resumes to [applications@orangevillage.com](mailto:applications@orangevillage.com) or mail to:

**Dana Kavander, Treasurer**  
**Orange Village**  
**4600 Lander Road**  
**Orange Village, OH 44022**

*Orange Village is an Equal Opportunity Employer*