

CLERK/TREASURER POSITION AVAILABLE

The Village of Buckeye Lake, Licking County, Ohio is currently seeking qualified candidates for the position of Clerk/Treasurer. Applicants should have prior experience in accounting, with governmental accounting and UAN software experience preferred. The successful applicant will prefer a team-based environment, be willing to contribute to cross-departmental team efforts and have the ability to communicate effectively. The ideal candidate should possess a working knowledge of payroll, budgeting, payables and receivables, and bank reconciliations. An associate's degree in accounting or another business-related field is preferred. The position is 25-40 hours per week. Pay is commensurate with experience. The Village of Buckeye Lake offers health insurance to full-time employees with a 90% employer/10% employee split of the premium. Vacation, sick and eight paid holidays per year are also a part of the benefit package. Interested candidates may submit a current resume, letter of interest and three professional references to Mayor Peggy Wells at pwells@buckeyelakevillage.com or by mail, 5192 Walnut Road, PO Box 27, Buckeye Lake, OH. Applicants must have valid driver's license. Pre-employment drug, credit and background checks required. Position will be posted until filled.

The Village of Buckeye Lake is an equal opportunity employer.