

Administrative Assistant – Administration & Finance

Department

Administration & Finance

Reports To

City Manager/Executive Assistant and Finance Director

FLSA Status

Exempt

Position Summary

Under the direction of the City Manager and Finance Director, the Administrative Assistant performs a variety of administrative, clerical, and financial support duties for the City of New Carlisle. This position assists with the City Manager's day-to-day administrative operations, City Council tasks, and supports the Finance Department with customer service, data entry, answering phones, cash handling, and related tasks to ensure efficient and accurate municipal operations. This position will be the primary back up for the Central Cashier and the City Manager's Office.

Essential Duties and Responsibilities

Administrative / General City Support

- Greets visitors, answers and routes telephone calls, responds to general inquiries, and provides information regarding City services, procedures, and events.
- Manages City's webpage and all platforms of social media.
- Serves as a special project officer for tasks assigned by the City Manager and/or Finance Director. Special projects may consist of providing analytics and coordination in various departmental objectives.
- Assists the Executive Assistant with scheduling meetings, preparing agendas, assembling packets, and arranging logistics for city staff, boards, and commissions as assigned.
- Prepares, edits, and formats correspondence, reports, forms, and presentations; proofreads documents for accuracy and completeness.
- Maintains electronic and paper filing systems in accordance with City records retention policies.
- Assists with processing public records requests and mail distribution.
- Provides backup coverage for front counter/reception, or other clerical functions as needed.

Finance Support

- Performs data entry into the City’s financial software, including accounts payable, accounts receivable, purchase orders, and journal entries as assigned.
- Assists with preparation and processing of vendor invoices, purchase orders, and check runs; verifies accuracy, obtains approvals, and maintains supporting documentation.
- Assists with payroll processing by gathering timesheets, verifying information, and entering data; helps prepare related reports as directed.
- Helps maintain and prepare routine reports, spreadsheets, and summaries.
- Maintains accurate records and files for financial transactions in accordance with audit and records-retention requirements.
- Supports annual audit preparation by pulling documents, organizing files, and responding to information requests.

Customer Service & Communication

- Provides courteous, professional customer service to residents, vendors, and staff in person, by phone, and via email.
- Explains basic City procedures, forms, and timelines, routes complex questions to appropriate staff.

Teamwork & Other Duties

- Maintains confidentiality of sensitive financial, personnel, and customer information.
- Follows established City policies, procedures, and internal controls.
- Participates in training related to financial software, records, and customer service.
- Performs all other duties as assigned that are consistent with the scope of the position.

Minimum Qualifications

- High school diploma or GED required, additional coursework in accounting, business, public administration, or a related field preferred.
- Associate’s degree, or two (2) years of increasingly responsible office/clerical experience; experience in municipal government, finance, or accounting, is preferred.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities

Knowledge of:

- Modern office practices, procedures, and equipment.
- Basic principles of bookkeeping and accounts payable/receivable.
- Business english, spelling, and basic report and letter formatting.
- Customer service techniques and telephone etiquette.

Skill in:

- Operating computers and standard office software (word processing, spreadsheets, email) and ability to learn City financial and records systems.
- Organizing work, managing multiple tasks, and meeting deadlines with accuracy.
- Producing accurate data entry and proofreading.

Ability to:

- Understand and follow oral and written instructions and established procedures.
- Communicate clearly and professionally, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, residents, and vendors.
- Maintain confidentiality of sensitive information.
- Demonstrate a high level of integrity, reliability, and attention to detail.

Physical Requirements / Work Environment

- Work is performed primarily in a standard office environment.
- Frequent sitting, with occasional standing, walking, bending, and light lifting of materials and files up to 25 pounds.
- Use of standard office equipment, including computers, phones, copiers, and scanners.
- Regular, predictable attendance is required.

Compensation & Schedule:

- Full-time
- Starting pay range: Based on experience \$40,000 - \$42,000
- The City of New Carlisle offers a competitive benefits package. We offer a comprehensive and competitive benefits package that includes medical insurance with a Health Savings Account (HSA) to which the employer contributes 55% of yearly deductible. As well as dental, hearing, and vision insurance. Employees also receive employer-paid life and long-term disability insurance. Our paid time off program includes paid holidays, vacation, and sick time, plus three personal days each year. We also participate in the OPERS retirement system and offer Ohio Deferred Compensation as an additional retirement savings option. Additionally, employees who choose to waive medical insurance are eligible for a health insurance waiver incentive.
- **How to apply:**
Interested candidates should submit a completed City employment application, resume, and cover letter to:

City of New Carlisle – Administration
Attn: Executive Assistant
HR@newcarlisleohio.gov

Application review will begin on January 6, 2026 and continue until the position is filled.

The City of New Carlisle is an Equal Opportunity Employer.