



Village of Grafton, Ohio  
960 Main Street, Grafton, OH, 44044

Village Administrator Andrew Lipian  
440-926-8607 / 440-731-9316  
[alipian@villageofgrafton.org](mailto:alipian@villageofgrafton.org)

**Position Description:**

**Class Title:** Village Assistant Clerk-Treasurer

**Department:** Administration

**Date:** 4/27/2026

**Location:** Village of Grafton Village Hall

**General Purpose:**

Performs a variety of technical, administrative, and clerical duties in support of the Village Clerk-Treasurer, including assistance with financial operations, governmental records management, purchasing activities, and the preparation and maintenance of legislation and ordinances for the Village of Grafton. The Assistant Clerk-Treasurer supports the accuracy, integrity, and continuity of municipal financial and administrative operations, ensuring effective Village functioning and compliance with applicable laws, policies, and reporting requirements.

This position provides operational support and continuity but does not exercise the statutory authority of the Clerk-Treasurer.

**Supervision Received**

Works under the general guidance and direction of the Mayor and Village Administrator

**Supervision Exercised**

N/A

**Core Responsibilities:**

**Financial Administration Support**

- **Assist with receiving, receipting, and depositing Village funds, including taxes, fees, permits, fines, and other revenues**
- **Assist in maintaining the Village accounting system and general ledger (CMI or other designated systems)**
- **Support fund accounting by helping ensure proper coding and documentation of transactions**
- **Assist in preparing financial records in accordance with applicable laws and accounting standards**
- **Assist with accounts payable processing and preparation of payment documentation**
- **Help prepare and organize bills and obligations for review and payment authorization**
- **Assist in preparing purchase orders and related documentation**
- **Help maintain appropriations tracking and fund balance records**
- **Assist with bank reconciliations and financial record verification**
- **Support preparation of monthly, quarterly, and annual financial reports**
- **Support with facilitating purchase orders (POs)**

#### **Budgeting and Financial Reporting Support**

- **Assist in preparation and monitoring the annual budget**
- **Provide support in compiling financial data and reports for Village Council and administration**
- **Assist in maintaining audit-ready financial records and documentation**
- **Support compliance with reporting requirements of the Ohio Auditor of State**
- **Assist during external audits by gathering requested records and documentation**

#### **Records and Legislative Support**

- **Assist the Clerk-Treasurer in preparing Council meeting agendas**
- **Assist with recording, preparing, and maintaining Council meeting minutes**
- **Help maintain ordinances, resolutions, and official legislative records**
- **Support proper retention and organization of municipal records in accordance with Ohio public records laws**
- **Assist in responding to public records requests as directed**

### **Permits and Administrative Processing**

- **Assist in processing permits for inspections, contractors, and Village services**
- **Maintain accurate records and documentation related to permits and approvals**
- **Provide general administrative support for Village operations**

### **Customer Service and Public Interaction**

- **Serve as a secondary point of contact for residents regarding:**
  - **Payments and billing**
  - **Permits and applications**
  - **General Village inquiries**
- **Provide front-office support and assist with walk-in and phone inquiries**

### **Compliance and Internal Controls**

- **Support compliance with the Ohio Revised Code and applicable municipal ordinances**
- **Assist in maintaining proper financial documentation and internal control procedures**
- **Help ensure separation of duties in financial processing to protect Village assets**

### **Continuity of Operations**

- **Perform duties of the Clerk-Treasurer in a limited or delegated capacity when authorized**
- **Assist in maintaining continuity of financial and administrative operations during absences or peak workload periods**
- **Support safeguarding of Village financial records and operational continuity**

### **Records Management and Special Projects**

- **Assist in organizing backlog of historical financial and administrative records**
- **Support digitization and electronic filing initiatives**
- **Help locate and organize historical payroll records, timecards, and pension-related documentation**

- **Assist in resolving outstanding administrative and financial backlog items**
- **Support modernization of recordkeeping and filing systems**

#### **Additional Duties**

- **Perform other duties as assigned by the Clerk-Treasurer, Village Administrator, Mayor, or authorized supervisory personnel**

#### **Knowledge, Skills, and Abilities**

- **Knowledge of municipal finance and basic governmental accounting, including fund accounting and budgeting principles**
- **Knowledge of public records requirements and general municipal administrative procedures under the Ohio Revised Code**
- **Skill in accurate financial recordkeeping, data entry, and maintenance of accounting systems (e.g., CMI or similar software)**
- **Skill in using standard office software (spreadsheets, word processing, email systems) for reporting and documentation**
- **Skill in preparing organized financial, administrative, and compliance-related reports**
- **Ability to maintain accurate records, identify discrepancies, and follow established internal control procedures**
- **Ability to communicate effectively with staff, officials, and the public in a professional municipal setting**
- **Ability to manage multiple tasks, meet deadlines, maintain confidentiality, and support continuity of Village operations**

#### **Tools and Equipment Used**

- **Municipal accounting and financial management software (e.g., CMI or similar systems)**
- **Microsoft Office Suite (Word, Excel, Outlook) or equivalent productivity software**
- **Standard office equipment, including computers, printers, scanners, copiers, and multi-function devices**
- **Cash handling equipment, including cash drawers, receipt printers, and counting tools**

- **Banking tools and online banking platforms for deposits, reconciliations, and fund transfers**
- **Filing systems (both physical and electronic) for records management and retention compliance**
- **Document scanning and imaging equipment for digitization of records**
- **Telephone and communication systems for public and interdepartmental contact**
- **Standard office supplies used in administrative and clerical functions**

### **Special Requirements**

- **Must be twenty-one (21) years of age or older at the time of appointment**
- **Must possess and maintain a valid driver's license**
- **Must be legally authorized to work in the United States**
- **Must be able to read, write, and communicate effectively in English**
- **Must have no felony convictions or other criminal history that would disqualify the individual from handling public funds or sensitive financial records**
- **Must demonstrate basic proficiency in Microsoft Word, Microsoft Excel, and related office software**
- **Must be able to maintain confidentiality and exercise sound judgment in handling financial and personnel-related information**

### **Desired Minimum Qualifications**

- **High school diploma or GED equivalent required**
- **Associate's or Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field preferred**
- **Minimum of four (4) years of progressively responsible experience in municipal finance, accounting, bookkeeping, records management, or related administrative work**
  - **OR an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities**
- **Prior experience in a public sector or municipal government setting is highly desirable**
- **Experience working with financial management systems (e.g., CMI or similar accounting software) preferred**

- **Demonstrated experience in records retention, document management, or public records administration preferred**
- **Familiarity with budgeting, accounts payable/receivable, and general ledger functions preferred**
- **Strong working knowledge of Microsoft Office applications (Word, Excel, Outlook) or equivalent software required**

#### **Physical Demands**

- **Work is primarily performed in a standard office environment**
- **Requires frequent sitting, standing, walking, bending, and reaching throughout the workday**
- **Must be able to operate a computer and other standard office equipment for extended periods of time**
- **Requires sufficient manual dexterity to handle paperwork, files, and office equipment**
- **May require occasional lifting, carrying, or moving of office supplies, files, or records typically up to 25 pounds**
- **Requires close visual acuity for reading documents, computer screens, and financial records**
- **Must be able to concentrate and maintain accuracy while performing detailed financial and clerical tasks in a busy office environment**

#### **Work Environment**

- **Work is performed primarily in a municipal office setting with a professional public service environment**
- **The position involves regular interaction with Village employees, elected officials, and members of the public**
- **Work may include frequent interruptions, competing priorities, and deadline-driven tasks typical of local government operations**
- **The environment may involve exposure to moderate noise levels consistent with a busy office setting**
- **Work may require occasional attendance at evening meetings, such as Village Council meetings or public hearings**
- **The position may involve handling sensitive financial, personnel, and legal information requiring confidentiality and discretion**

- **Work is performed in accordance with applicable safety policies and procedures of the Village**
- **Occasional extended hours may be required during audit periods, budget preparation, or other peak workload times**

### **Selection Guidelines**

- **Applications will be reviewed to determine minimum qualifications and relevant experience in municipal finance, accounting, bookkeeping, and/or records management**
- **Candidates who meet or exceed minimum qualifications may be invited to participate in one or more interviews**
- **Selection may include skills testing related to Microsoft Excel, financial recordkeeping, and/or clerical accuracy**
- **Prior work experience in a public sector or municipal government environment will be given preference**
- **Demonstrated ability to maintain accurate financial records and handle confidential information will be evaluated**
- **Reference checks may be conducted to verify employment history, job performance, and relevant experience**
- **Final selection will be based on overall qualifications, experience, skillset, and ability to perform the essential duties of the position**
- **The Village reserves the right to modify the selection process as needed to meet operational needs and legal requirements**
- **The position will be publicly posted and will remain open until filled; however, the Village reserves the right to close the posting once a qualified candidate is selected.**

### **Employment Classification:**

Full-time position

- **Compensation:** Hourly rate of around \$23.00 – \$26.00, commensurate with experience and qualifications

### **Application Procedure**

Interested applicants should submit a completed application and/or resume to:

**Village of Grafton**

960 Main Street,  
Grafton, OH, 44044

Applications may also be submitted by email to:

[alipian@villageofgrafton.org](mailto:alipian@villageofgrafton.org)

For questions regarding the position, please contact:

Andrew Lipian, Village Administrator

440-926-8607 or 440-731-9316

**The Village of Grafton is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, or any other protected status under applicable law.**