

Village of Cuyahoga Heights

Position Description

Position Title:	Administrative/Accounting Assistant (B)	FLSA Classification:	Non-Exempt
Reports To:	Chief Fiscal Officer	Department:	Administration
Approved By:		Final Approval/Update:	1/11/17

POSITION SUMMARY

Under general supervision the Chief Fiscal Officer, performs all related duties to accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the position identified above. It describes these duties and responsibilities in the broad scope, and is not intended to be all-inclusive. Individual(s) in this position may, from time-to-time be assigned other duties as appropriate.

- Prepare purchase orders, post all vendor payments and process checks weekly.
- Distribute and reconcile petty cash.
- Review and prepare monthly Bills Ordinance before submitted to the Finance Committee, Council and Mayor.
- Regular review/audit of accounts for posting accuracy.
- Prepare of year-end 1099's, and all federal, state, and local tax returns.
- Maintains Village Facilities Rental Logs and Reimbursements.
- Assists CFO to maintain accurate records and implement all accounts receivable billings including dispatching, prisoner revenue, village fees, etc.
- Prepare all information to assist the CFO to certify to the county auditor all available sources for expenditures for each fund to allow the county budget commission to amend its certificate of estimated resources.
- Assist with maintaining accurate records for all receipts and expenditures and Village owned assets.
- Bank Reconciliations.
- Must be fully crossed trained in Payroll, taxes, workers compensation and more.
- Assist with the Village's annual operating and capital budgets and annual appropriations measure for presentation to Finance Committee and the Village Council for approval.
- Performs back up duties in the absence of the other finance department staff and CFO functions including meetings.
- Maintains and promotes positive relationships with Village employees, officials and the general public.
- Attends and participates in meetings, seminars, and in-service training; and serves on temporary committees when requested.
- Assist with preparation all financial statements, reports, bank reconciliations required by the Auditor of State.
- Work with the independent auditor's office to comply with audit requirements imposed by the Auditor of State.
- Must be well versed in all Collective Bargaining Agreements.
- Prepare all information to assist the CFO to certify to the county auditor all available sources for expenditures for each fund to allow the county budget commission to amend its certificate of estimated resources.
- Assistance with all installation, upgrade and maintenance of the information technology within the Finance Department.
- Assist CFO with revenue posting.
- Regular review/audit of accounts for posting accuracy.
- Have full knowledge of all public records laws and Ohio Sunshine laws.
- Keep accurate records of all public records and retention schedules.
- Assist with any public records request by individuals, organizations in accordance with the Village Public Records Policy.
- Assists with organizing, coordinates and attends, off hours, yearly Village events such as Easter Egg Hunt, Arbor Day, Memorial Day Parade & Service, Corn Roast, Halloween Party, Tree Lighting Ceremony, and Santa's Visit with our Village Children.
- Prepare and distribute Monthly Village Newsletters for the residents; and assist with other projects as assigned.

OTHER DUTIES

- Answers telephones and/or greet residents/visitors in a friendly and professional manner, provides general information, answers questions, takes messages and/or fields calls to the appropriate department member.
- With the highest of confidentiality, performs general secretarial and clerical duties which includes (but is not limited to) sorting, opening and distributing mail, typing, copying, and filing correspondence and other documents, and compiling and maintaining accurate and complete reports/records as required.
- Is backup to the Payroll personnel and performs all of the functions of the position necessary to assure a timely payroll and other related activities.
- Issues permits for Auditorium, Civic Center, Baseball Fields.
- Promotes a positive relationship with the Village officials, between departments, and the general public.
- Attends and participates in meetings, seminars, and in-service training; and serves on temporary committees when requested.
- Follows policies, rules and regulations relating to the functions of the Department, and notifies the appropriate personnel of non-compliance.
- Observes good housekeeping and safety habits, follows all policies and procedures and performs other duties as assigned.
- Whatever else there is, just do it and smile for everyone!

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to work independently and maintain the professionalism and confidentiality that is expected in such a setting.
- Excellent public relations skills with the ability to communicate and interact positively with individuals at all levels, and visitors.
- Ability to work with a variety of computer software applications such as (but not limited to) MS office programs, PowerPoint, and other computer programs necessary to perform the functions of the position.
- Ability to meet deadlines while working in a changing work environment with unexpected changes, and/or delays or unexpected events.
- Be consistently at work and on time, follow instructions, and solicit feedback to improve performance.

EDUCATION AND EXPERIENCE

Minimum

Associates Degree in Accounting or four years applicable finance experience and proficient in using a variety of technologies and computer software programs such as MS excel. Have an active Notary Certification, or willing to get one.

Preferred

Bachelors' Degree and additional coursework and/or training in public accounting, payroll, accounts receivables, accounts payables or other related field; 4 years of local government payroll and accounting experience.

WORKING CONDITIONS/ENVIRONMENT

Normal office working environment, with no unusual hazards, but must be able to meet deadlines.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date

Print Name