

FINANCE SPECIALIST-FULL TIME

The City of Bay Village is hiring a full-time Finance Specialist. This position will be responsible for all functions related to the general operation of the Finance Department including but not limited to payroll, accounts payable, and accounts receivable. The Finance Specialist works with the Director of Finance to ensure the basic functions of the Finance Department are achieved.

The position requires at least 3 years of responsible accounting and payroll experience preferably in a position involving municipal government operations; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. A bachelor's degree in accounting or business is preferred.

The salary range for this position is \$19.95 to \$29.57 per hour.

Complete job description and application can be found online www.cityofbayvillage.com

Please submit resume and application to: humanresources@cityofbayvillage.com or via mail:

City of Bay Village
Human Resources
350 Dover Center Road
Bay Village, OH 44140

Position will be open until filled

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**CITY OF BAY VILLAGE
POSITION DESCRIPTION
Finance Specialist**

Title: Finance Specialist
Department: Finance Department
Reports to: Finance Director
Status of Position: Full-time
Bargaining Unit: Non-Bargaining

SUMMARY OF MAJOR DUTIES

Working under the general direction of the Director of Finance, the Finance Specialist is responsible for all functions related to the general operation of the Finance Department including but not limited to payroll, accounts payable, and accounts receivable. The Finance Specialist works with the Director of Finance to ensure the basic functions of the Finance Department are achieved.

SUMMARY OF REQUIRED QUALIFICATIONS

The position requires at least 3 years of responsible accounting and payroll experience preferably in a position involving municipal government operations; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. A bachelor's degree in accounting or business is preferred

SUMMARY OF EQUIPMENT USED

The Finance Specialist uses standard office equipment including but not limited to the City's telephone system, computers, copier, and fax machines.

SUMMARY OF WORK ENVIRONMENT

The work is performed in a typical office environment where the employee is not generally exposed to adverse environmental conditions.

MAJOR DUTIES AND TASKS

<u>Duty</u>	<u>Percentage of Time Spent on Duty</u>
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<i>Accounts Payable:</i> *Responsible for all accounts payable functions for the City. *Purchase Order entry and preparation and invoice payments from purchase orders. *Process reports and check run. Prepare and authorize wire transfer payments *Set up and maintain vendor files. Collect and maintain W-9's for vendors	25-30%
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- *Prepare for month end reporting by maintaining, tracking and closing purchase orders
- *Manage the city's tax exempt status, supply vendors with the city's tax exempt information and forms
- *Process 1099s at year end

Accounts Receivable

25-30%

- *Reconcile credit card statement, ensure proper documentation for all expenditures.
- *Maintain and reconcile deposits, payments and refunds for the rental of city owned facilities
- *Prepare and process year end reporting
- *Process daily deposits for submission to bank
- *Process deposits directly submitted by various agencies
- *Monthly reconciliation of deposits to bank statements

Payroll:

30-35%

- *Responsible for the accurate and timely biweekly payroll processing for all employees
- *Ensures proper calculations and processes the City's pension contributions
- *Responsible for unemployment compensation reporting and payments; maintains records
- *Pension plan reporting, maintenance and setup for employee deductions and employer contributions. Processing and filing of monthly pension reports. Acts as the City's liaison with the pension funds
- *Process voluntary and mandated employee deductions and ensures payments to proper agencies
- *Process garnishments and ensure proper payment to authorizing agency
- *Assists the Human Resources Manager in the administration of Family Medical Leave to qualifying employees, including the maintenance and tracking of all related records and documents
- *Assists the Human Resources Manager in the monitoring and reporting of Worker's Compensation claims and generating and tracking reports, including the management of all related records and documents
- *Maintains confidential employee information and updates as needed
- *Process year end payroll including generating W-2's for all city employees
- *Works with retiring employees at the end of their employment to calculate final payout
- *Inputs new employees into the system and completes set up of direct deposit
- *Responsible for monthly, quarterly and annual reporting including all government mandated reporting
- *Receives and responds to payroll related inquiries from employees and department heads; communicates problems/issues to Finance Director
- *Assists Human Resources Manager in the maintenance of an organized and secure personnel filing system
- *Assists in the review, development and implementation of personnel and payroll related policies and procedures
- *Calculates and inputs all annual salary increases
- *Processes reports as needed

General Finance Functions:

15-25%

- *Assist in compiling information for year-end statement preparation
- *Work with auditors as needed for audit
- *Assist Director of Finance in month end reconciliations
- *Work with Taxpayers on questions concerning local income tax
- *Serves as the point of contact between the departments and the contractor for all IT related matters
- *Maintains the City's fixed assets listing
- *Ensures daily backup of computer network

- *Maintains titles and registrations for all City owned vehicles
- *Maintain functions of department in absence of Director of Finance
- *Other tasks as assigned by the Director of Finance

Grant Management:

5-10%

- *Assist departments in fulfilling reporting responsibilities of grant award reporting
- *Ensures any requirements relating to grants are fulfilled as presented in grant document

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The position requires knowledge of:

- City and department policies and procedures
- Governmental accounting and payroll standard programs, practices and procedures
- Employment record-keeping and reporting requirements for public sector employers
- Computer software including word processing and spreadsheet software
- CMI and/or computerized personnel/payroll information systems

The position requires skills and abilities to:

- Develop and maintain effective working relationships and credibility with employees, supervisors, various City officials and business or agency representatives
- Maintain complete, legally-compliant, confidential and accurate records and information
- High degree of mathematical aptitude
- Define problems, collect and analyze data and make effective recommendations to solve problems
- Interpret and apply federal, state and local laws and regulations
- Respond effectively to inquiries from employees
- Communicate effectively in written and verbal forms
- Operate computer software including word processing, spreadsheet and database programs
- Operate standard office equipment
- Operate standard office software including Windows, word processing and spreadsheets
- Provide effective oral and written correspondence with residents and City staff
- Detail oriented with excellent organizational skills

PHYSICAL REQUIREMENTS OF THE JOB

Activity Involved	Frequency of Activity	Items/Weight Involved	Machines/Tools
___ Lifting	___ <u>Occasionally</u> ___	___ <u>up to 50 lbs</u> ___	_____
___ Carrying	___ <u>Occasionally</u> ___	___ <u>up to 50 lbs</u> ___	_____
___ Reaching	___ <u>Infrequently</u> ___	_____	_____

